



**US ARMY GARRISON BAUMHOLDER  
DIRECTORATE OF EMERGENCY SERVICES  
(DES)**

**FIRE & EMERGENCY SERVICES  
MANAGEMENT**

**STANDARD OPERATING  
PROCEDURES**

**1 June 2012**



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAUMHOLDER  
UNIT 23746  
APO AE 09034**

IMBM-ZA

**Fire & Emergency Management**

**Purpose.** This Standard Operation Procedure (SOP) establishes policy and provides standard operating procedures for the management of Fire and Emergency Services. It defines responsibilities and establishes procedures for the prevention of fires, response to fire and HazMat (Hazardous Material) emergencies, and for disaster preparedness.

**Applicability.** This SOP applies to all tenants units and to all personnel assigned or attached to the USAG Baumholder within its Area of Responsibility (AOR) including civilian workforce, contractors, vendors, AAFES, DoDDS, and other NAF operated activities.

**Supplementation.** Supplementation and interim changes of this SOP are not official unless authenticated by the Commander of the USAG Baumholder.

**Suggested Improvements.** The proponent of this regulation is the USAG Baumholder Commander. Users may send suggestions to improve this publication on DA Form 2028 to the USAG Baumholder, IMBM-ZA, Unit 23746, Box 3, APO AE 09034.

A handwritten signature in black ink, reading "Sam R. McAdoo", is positioned above the printed name and title.

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\*This SOP supersedes 104<sup>th</sup> ASG Fire & Emergency Management SOP dated 9 December 2003

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## **CHAPTER 1**

### **GENERAL**

#### **1-1. Purpose.**

This SOP establishes responsibilities and procedures for emergency services, fire prevention, fire protection, HazMat (hazardous materials) response, and confined space rescue within the USAG Baumholder. It defines responsibilities, supervision, and establishes procedures for preventing, controlling, and extinguishing fires. It also synchronizes firefighting procedures with the USAG's Spill Prevention, Control and Countermeasure Plan, Building manager/evacuation Coordinator Program, and the Base Disaster Preparedness Plans.

#### **1-2. References.**

Applicable references are listed at Appendix B.

#### **1-3. Objective.**

The United States Army Fire and Emergency Services organization is dedicated to the prevention of loss of life and property through aggressive fire prevention and suppression activities. Major tools for mission accomplishment are:

- a. Life safety awareness and educational programs.
- b. Fire protection engineering expertise.
- c. Aircraft Rescue (ARFF) and Structural Firefighting.
- d. HazMat Response and Weapons of Mass Destruction (WMD) First Response.
- e. Emergency Medical Services (EMS) First Response.

## **CHAPTER 2**

### **RESPONSIBILITIES**

#### **2-1. Commander.**

a. UNITED STATES ARMY GARRISON (USAG) COMMANDER.

Responsible for the USAG and subordinate tailored USAG's Fire and Emergency Services Program.

b. TAILORED UNITED STATES ARMY GARRISON (USAG) COMMANDER.

Responsible for the tailored USAG Garrison Fire and Emergency Services Program.

#### **2-2. Director of Emergency Services (DES).**

a. The USAG Baumholder DES is directly responsible to the USAG Baumholder Commander for technical development, execution and supervision of the USAG Baumholder Fire and Emergency Services Program.

#### **2-3. Fire and Emergency Services (F&ES).**

The Garrison fire chief is responsible for the execution of the Garrison Fire and Emergency Services activities and manages the Garrison Fire & Emergency Services program. The Garrison fire chief is responsible to the Garrison DES for technical and administrative operation of the local Garrison Fire & Emergency Services.

#### **2-4. Functions, Fire and Emergency Services Management.**

a. Garrison Fire and Emergency Services – Garrison Fire Chief

- (1) Manages Garrison Fire & Emergency Services operations.
- (2) Determines annual budget requirements for the Garrison Fire & Emergency Services.
- (3) Supervises 24-hour fire-fighting and emergency response services.
- (4) The fire chief or the designated senior fire officer (SFO) shall be the incident commander (IC) for all F & ES operations.
- (5) Manages 24-hour Fire Alarm and Communication Center.
- (6) The fire chief or the designated senior fire officer (SFO) acts upon emergency calls.
- (7) Assists DPW managing emergency customer service after hours.
- (8) Maintains a 24-hours fire prevention program.

- (9) Manages fire risk management survey program of facilities.
- (10) Establishes liaison with Host Nation, Garrison Fire & Emergency Services, EMS (medical) and other emergency services; develops Mutual Aid Agreements with local fire services.
- (11) Conducts technical design review of all new construction and renovation projects.
- (12) Attends pre-final and final technical design review meetings with Architects/Engineers (A/E).
- (13) Investigates the cause of each fire.
- (14) Prepares and submits electronic DOD fire incident reports in support of IMCOM incident reporting program, and executes the National Fire Incident Reporting System (NFIRS) database.
- (15) Provides fire safety education to soldiers, DODDS and Child Development Centers and social groups requesting this service.
- (16) Performs and/or monitors maintenance, repair and exchange of facility portable fire extinguishers (where contracted, Garrison Fire & Emergency Services is U.S. point of contact for the contractor and executes extinguisher exchange).
- (17) Responds to medical emergencies (EMS first response).
- (18) First Response to Weapons of Mass Destruction (WMD) incidents.
- (19) Supports the Base Spill Prevention Control and Countermeasure Plan (SPCCP) and Installation Spill Contingency Plan (ISCP) (Ref. AR 200-1).

## **2-5. Fire Inspectors.**

- a. Have full authority to effect stoppage of operations considered to be an immediate danger to life or property by fire.
- b. Conduct periodic life safety inspections (fire risk management surveys) of buildings, structures and areas to identify fire deficiencies and to recommend corrective actions.
- c. Conduct technical review of construction and renovation design documents, attend design review meetings, and perform pre-final and final acceptance inspections.
- d. Conduct technical pre-occupancy inspections.
- e. Conduct regular training classes such as newcomer briefings, building manager/evacuation coordinator training, fire extinguisher classes.



- f. Attend pre-construction conferences, concept and final design construction meetings with architects/engineers.
- g. Investigate fires to determine the cause of fire, coordinate with MP and CID to determine possible liability claims; and prepare DOD fire incident reports in support of the IMCOM fire reporting program.
- h. Actively support mutual aid and relations with Host Nation emergency services.
- i. Acts as SFO as directed by the fire chief.

## **2-6. Provost Marshal Office / Director of Emergency Services (DES).**

Upon notification of a fire emergency on post, dispatch a patrol to the scene of the emergency to control traffic and/or crowds. The senior patrolman will report to the Garrison Fire & Emergency Services official in charge at the scene for detailed information. If applicable, Military Police Investigation (MPI) or Criminal Investigation Division (CID) will be notified to secure crime scene. Streets and roads will be blocked off and guards posted. For safety and security reasons, unauthorized persons will be removed from the immediate area of the emergency.

## **2-7. Unit Commanders.**

Have the responsibility for developing and enforcing sound fire prevention procedures within their area of jurisdiction. They will as a minimum:

- a. Appoint in writing an individual to perform the duties of building manager/evacuation coordinator. A copy of the appointment orders will be sent to the Garrison Fire & Emergency Services. The person nominated will have the position and authority to handle fire prevention within the unit. The unit commander will nominate a new individual prior to departure of the appointed building manager/evacuation coordinator and inform the Garrison Fire & Emergency Services accordingly.
- b. Develop operating instructions to follow when a fire is discovered. Operating instructions will include guidance for each separate activity or occupancy under unit control. Instructions will also include fire reporting and evacuation procedures, safeguarding classified information, and basic fire fighting actions with available portable fire extinguishers. Depending on the type of activity, instructions must also determine procedures for emergency removal of vehicles and mission essential items.
- c. Ensure that assigned personnel, both military and civilian, receive mandatory fire prevention and protection orientation classes. Each newly assigned individual will get initial basic training by attending a general orientation class at the fire station within 30 days of assignment.

d. Notify the Garrison Fire & Emergency Services of fire hazards that cannot be corrected on the spot.

e. Notify the Garrison Fire & Emergency Services immediately of fire damages; discharge of fire suppression systems or portable fire extinguishers, and of activated fire alarms.

## **2-8. Activity Director and Organization or Tenant Activity Commander.**

Agency Directors, Organization or tenant activity commanders are responsible for developing fire prevention and protection procedures within their areas. They will as a minimum:

a. Appoint on orders a responsible person as activity building manager/evacuation coordinator and provide copies to the Garrison Fire & Emergency Services. This person will be assistive executing the fire prevention program and should have the position and authority to handle fire prevention in the organization.

b. Ensure that assigned personnel, both military and civilian, receive mandatory fire prevention and protection orientation classes. Each newly assigned individual will get initial basic training by attending a general orientation class at the fire station within 30 days of assignment.

c. Ensure that all employees receive initial and recurring life safety orientations. The Garrison Fire & Emergency Services staff is always ready to provide training, educational presentations, lectures or fire extinguisher demonstrations upon request. Interested units or agencies are encouraged to call the Garrison Fire & Emergency Services to schedule training or educational support.

d. Take immediate action to have fire hazards corrected.

e. Report spills to the Garrison Fire & Emergency Services and to the Garrison Spill Coordinator in accordance with the Spill Contingency and Spill Prevention, Control, and Countermeasures Plan.

## **2-9. Building manager/evacuation coordinator.**

Building manager/evacuation coordinators must be appointed in writing. Appointing orders will be sent to the Garrison Fire & Emergency Services. The appointed individual will contact the Garrison Fire & Emergency Services to make arrangements for the mandatory building manager/evacuation coordinator training. The assigned building manager/evacuation coordinator is responsible for the administration and enforcement of the fire prevention (life safety) program within their unit or activity. The building manager/evacuation coordinator will as a minimum:

a. Develop a standing operating procedure (SOP) to be followed in case of a fire. Instructions include but are not limited to:

(1) How to alert/notify the Garrison Fire & Emergency Services (see paragraph 3-1).

(2) Fire evacuation plans shall be posted on bulletin boards or other conspicuous places in the building; they include a floor plan with escape routes, locations of fire points and push button type fire alarms (pull stations).

(3) Safeguarding classified information.

b. Accompany the fire inspector on all scheduled fire risk management surveys (fire inspections) of facilities under his/her control.

c. Take immediate corrective action to eliminate fire hazards/deficiencies noted during a fire risk management survey (fire inspection).

d. Inspect assigned areas during normal hours of operation and at the close of business to eliminate fire hazards, and to determine the condition of portable fire extinguishers. If possible, such hazards will be eliminated on the spot. Deficiencies that the building manager/evacuation coordinator cannot fix on the spot will be brought to the attention of the unit commander and the Garrison Fire & Emergency Services.

e. Conduct monthly fire inspections of all facilities and areas under his/her jurisdiction, using the appropriate Building Fire Prevention Checklist. Blank forms are enclosed at Appendix F. Local reproduction is permitted. They may also be obtained from the Garrison Fire & Emergency Services. The building manager/evacuation coordinator will keep completed inspection forms on file for one year.

f. Attend an initial training class at the fire station to obtain Garrison Fire & Emergency Services certification as building manager/evacuation coordinator within 30 days after the appointment.

g. Conduct fire exit drills (evacuation practice) in coordination with the Garrison Fire & Emergency Services and in accordance with paragraph 5-7 of this SOP.

h. Request that commander/manager/director of other organization(s) appoint one or more individuals, as required, to perform building manager/evacuation coordinator duties in other areas of jointly occupied facilities.

i. Remain constantly alert to changing conditions that may compromise or jeopardize the fire safety of the facility or its occupants.

## **2-10. Building manager/evacuation coordinator in Army Family Housing.**

Building coordinators are assigned collateral duties as building manager/evacuation coordinators (USAG Baumholder Housing Management SOP, 15 JUN 2010). Housing management will ensure that building coordinators contact the Garrison Fire & Emergency Services and receive the mandatory building manager/evacuation coordinator training and certificate from the

Garrison Fire & Emergency Services. The family housing building manager/evacuation coordinator will:

- a. Coordinate life safety in the building.
- b. Conduct monthly visual inspections of fire extinguishers, common areas, and storage rooms to eliminate fire, health, or safety hazards.
- c. Document inspections on the housing checklist (Appendix F). Records will be kept on file for one year.
- d. Bring to the attention of the fire and emergency services all life safety deficiencies that cannot be fixed on the spot.
- e. Post emergency telephone numbers, see Para 3-1, and evacuation plan on each stairwell bulletin board.
- f. Ensure that flammable liquids, batteries or compressed gas cylinders are not stored in basement storage rooms.
- g. Ensure that motorcycles, motor scooters or gasoline-powered equipment are not stored anywhere in family housing residential facilities.
- h. See paragraph 6-3 for further family housing requirements. Note: Smoke detectors are required to be hard-wired by Public Law 102-522.
- i. Will ensure that installed exit signs are continually illuminated.

## **2-11. Tenant Units and Concessionaires.**

U.S. Army Garrison tenants will:

- a. Comply with this Fire and Emergency Management SOP.
- b. Ensure that Fire and Emergency Services review all major renovation and construction projects for compliance with applicable fire protection requirements. This includes NAF, AAFES, DECA, and self help projects.
- c. All tenant units which manage their maintenance via a full maintenance contract (i.e. DECA, DODDS, MEDCOM etc...) will ensure regular maintenance and repair is performed IAW UFC 3-600-02 of fire alarm detection systems and suppression / sprinkler systems by VdS-approved contractor personnel (VdS Verband der Sachversicherer) within its respective Garrison.
- d. All units with a maintenance contracts as mentioned above are responsible to manage a 24/7 program for after hour emergencies to incl. electrician, plumber, etc... services and for fire alarm and suppression system malfunctions etc.... The unit will provide the Fire and Emergency

Services, Emergency Center with information and procedures on contact of on call personnel and contractors.

e. All units requiring higher security for their facilities / room must develop and maintain a fire evacuation and emergency SOP ensuring fire department and emergency forces access into the building during fire /medical emergencies and false alarms. This SOP shall be developed in conjunction with the local USAG Baumholder Fire Department.

## **2-12. Department of Public Works (DPW).**

The Garrison DPW will:

- a. Ensure that Fire and Emergency Services receives all projects / work orders for review of all major renovation, construction and those projects which could modify any fire prevention / protection features within a building for compliance with applicable fire protection requirements.

Projects involving design or modification of, fire rated construction, fire detection, fire suppression, or life safety systems require the services and review of a qualified fire protection engineer IAW UFC 3-600-01, Para 1-5.

- b. The DPW provides and manages regular maintenance and repair IAW UFC 3-600-02 of fire alarm detection systems and suppression / sprinkler systems by VdS-approved contractor personnel (VdS Verband der Sachversicherer) within its respective Garrison.
- c. Manages a 24/7 program for after hour emergencies to incl. electrician, plumber, etc... services and for fire alarm and suppression system malfunctions. DPW will provide the Fire and Emergency Services, Emergency Center with information and procedures on contact of on call personnel and contractors.

## **CHAPTER 3**

### **FIRE REPORTING**

#### **3-1. Fire Reporting (Emergency Telephone Numbers).**

a. All fires must be reported to the Garrison Fire & Emergency Services, regardless of size, amount of damage, and whether or not they have been extinguished. All fires will be investigated by the Garrison Fire & Emergency Services.

b. Immediately notify the Garrison Fire & Emergency Services of known or suspected fires or activated fire alarm, to ensure timely response. DO NOT rely on automatic fire alarm transmittal. Keep calm and speak slowly. Stay on the line until the Fire & Emergency Services dispatcher tells you to hang up. Have someone meet the Fire & Emergency Services on arrival for additional information.

c. When reporting an emergency, provide the following information to the Fire & Emergency Services dispatcher:

- (1) Location, building number, name of housing area, name of street.
- (2) Type of emergency, e.g., fire, chemical spill, gas leak, medical emergency.
- (3) Exact location of the fire, e.g., kitchen, attic, basement.
- (4) A call-back telephone number.

d. The emergency telephone numbers are as follows:

| Location  | Dial         |
|---|--------------|
| (1) Military (DSN) Emergency Lines Germany wide:      | 117          |
| (2) From Civilian Phones:                             |              |
| (a) USAG Baumholder Civilian phone (Emergencies)..... | 6-117        |
| Outside Local Exchange (Emergencies).....             | 06783-6-117  |
| Outside Local Exchange (Non-Emergencies).....         | 06783-6-7572 |
| Outside Local Exchange (German Phone).....            | 06783-2386   |

(c) Each telephone shall have a decal with emergency telephone numbers attached to the phone. Building manager/evacuation coordinators are responsible for compliance with this requirement. Decals are available from the Garrison Fire & Emergency Services.

### **3-2. Personnel Actions in Event of Fire.**

- a. Alert everyone. Don't panic. Close all doors and windows to prevent fire from spreading.
- b. Exit the building when notified of a fire, or hearing a fire alarm. Take special care of children, elderly or handicapped persons. Move upwind in open areas.
- c. Notify the Garrison Fire & Emergency Services from a phone, even though building fire alarm is activated. Do not re-enter until the senior Fire & Emergency Services official at the scene gives the "all clear."

### **3-3. Classification of Fires/Types of Extinguishing Agents.**

Fires are divided into five material classes. The type of extinguishing agent is dependent upon the class of fire.

- a. Class A - Organic Materials. Fires of organic materials such as paper, wood, cloth, excelsior, etc. This type of fire is best extinguished with water.
- b. Class B - Petroleum, Oil, Lubricant (POL). Fires of flammable or combustible liquids such as gasoline, oil, paint, and cooking fat. Class B fires are best extinguished with carbon dioxide (CO<sub>2</sub>) or dry chemical (powder). **NEVER USE WATER ON CLASS B FIRES.**
- c. Class C - Electric. Fires involving energized electrical components such as live wires, motors, transformers or electrical appliances. The extinguishing agent applied to Class C fires must not be a conductor of electricity. Fire extinguishing agents for use on Class C fires are carbon dioxide (CO<sub>2</sub>) or dry chemical (powder). **NEVER USE WATER ON CLASS C FIRES.**
- d. Class D - Combustible Metal. Class D fires are the least frequent of all fires and involve combustible metals such as magnesium, titanium, lithium or aluminum. Unless an extinguishing agent specifically designed and rated for Class D fires is available, do not attempt to extinguish the fire. A violent reaction may occur when the wrong extinguishing agent is used.
- e. Class K - Combustible Cooking. Fires that involve vegetable oils, or fats in cooking appliances. This is for commercial kitchens, including those found in restaurants and cafeterias. Fire extinguishing agents labeled with letter "K" are most suitable for use on Class K fires.

### **3-4. Basic Fire Suppression Procedures.**

- a. Fires in the incipient stage are easiest to extinguish. Therefore, the available fire suppression capabilities must be fully utilized. A delay in early fire fighting actions gives the fire time to spread. The initial attack should be made at the base of the fire.
- b. Fire fighting actions shall be conducted by at least two persons. A single person could easily be overcome by heat or smoke. Remove high value equipment and security files from the area, when safely possible. Close doors and windows to control the spread of fire. Exercise

caution around fires that appear to be extinguished. A flash back, caused by vapors and hot surfaces, may occur. Apply the following fundamental principles to all fire situations:

- (1) Report fire immediately to the Garrison Fire & Emergency Services.
- (2) Evacuate non-essential personnel.
- (3) Fight fires in the incipient stage, if smoke development permits. Do not attempt to combat a full-fledged major fire.
- (4) Close doors and windows to prevent fire and smoke from spreading.
- (5) Remove high value equipment, mission essential items and classified materials, if safely possible.

### **3-5. Leading Cause of Fire.**

Carelessness, especially cooking left unattended on the kitchen stove, is the leading cause of fire. Soldiers as well as every civilian employee and family member of all ages must demonstrate responsible fire prevention and other life safety habits. We must all be able to recognize and to eliminate fire hazards at home, at work, and during recreational activities. Apathy, indifference, or lack of interest in life safety will not be tolerated.

### **3-6. Personal Liability.**

Per AR 735-5, Chapter 14, Section III, a member is financially responsible (up to one month's pay for simple negligence and total liability for gross negligence) to the United States for damage to any assigned quarters and related equipment or furnishings.

### **3-7. Fire Dollar Loss Estimate.**

In the event of a fire incident the unit responsible for the damage is required to submit, within five working days, a written cost estimate of incurred damages to the investigating official from the Garrison Fire & Emergency Services.



## **CHAPTER 4**

### **TRAINING PROGRAM**

#### **4-1. Objectives.**

Fire protection training is a vital part of the fire and emergency program. Training programs ensure that fire and emergency staff remain competent in providing the required service. Training must be well planned and continuous so that fire fighting personnel can receive the academic knowledge and practical skills that are necessary for mission accomplishment. Training will be in compliance with AR 420-1, Facilities Engineering, Fire and Emergency Services (Chapter 25-10 Fire and Emergency Services Training).

#### **4-2. Training Requirements for Garrison Fire & Emergency Services.**

a. The Garrison Fire Chief is responsible for the training program. To maintain professional proficiency, the Garrison Fire Chief and/or designated senior representative will attend the annual CONUS Department of Defense (DoD) Fire and Emergency training convention.

b. A monthly training schedule will be developed and posted in each fire station. There will be a minimum of three hours of recurring proficiency training per week IAW AR 420-1.

c. Training will be documented on DA Form 5376-R, Individual Training Evaluation Record, and on DA Form 5377-R, Fire and Emergency Services Training Record, or electronic equivalency.

d. The Garrison Fire Chief is responsible for implementing and sustaining the DoD F&ES Physical Conditioning Program (cardiovascular and muscular strength). The program outlines a systematic approach to plan, carry out and evaluate the results of the physical fitness program.

e. All fire fighting personnel will be provided the following, recurring training, as a minimum:

(1) Specialized training on equipment and techniques provided through recognized U.S. and Host Nation training sources.

(2) Emergency medical services (EMS) training for EMS first response.

(3) Annual live fire training.

(4) Confined space rescue (permit required per 29 CFR 1910.146).

(5) Aircraft Rescue Fire Fighting (ARFF).

(6) Various proficiency training exercises annually.

(7) Quarterly ARFF exercises on a mission assigned aircraft.

(8) Semi-annual structural exercises (one per shift).

(9) Annual mass casualty (MASCAL) exercise involving all Garrison participants in accordance with the applicable Garrison response plan (note also chapter 11-08d of this SOP).

#### **4-3. Cross Training.**

Per DoDI 6055.6, Structural and Aircraft Rescue Fire Fighting (ARFF), Garrison Fire & Emergency Services shall be equipped and fire fighting personnel shall be cross-trained to be mutually supporting.

#### **4-4. Live Fire Training.**

Effective February 2002, all fire fighting personnel shall actively participate in the IMCOM-EUROPE live fire fighting training program in accordance with IMA-Europe instructions and training schedule. The IMCOM-EUROPE Live Firefighting Training Center for structural and aircraft fire fighting (ARFF) is located at Ansbach, Germany.

#### **4-5. First Responder Training.**

Per DoDI 6055.6, a program shall be established to train all fire fighters to at least the OSHA 29CFR1910.120q first responder level. Maximum utilization of available DoD and/or IMCOM training resources is recommended.

#### **4-6. Response Capability for HazMat and Weapons of Mass Destruction (WMD).**

The USAG fire chief will regularly evaluate and document the tier level of readiness capability for responses to WMD incidents. Evaluations will take into consideration the available manpower, equipment, Host Nation support, and the level of special training received. Tier levels are defined in the U.S. Department of Justice, "Fiscal Year 1999 State Domestic Preparedness Support Program, Assessment and Strategy Development Tool Kit", as summarized in Appendix C.

## **CHAPTER 5**

### **FIRE PREVENTION PROGRAM**

#### **5-1. Objectives.**

a. The objectives of the USAG Baumholder Fire and Emergency Services Fire Prevention Program are:

- (1) Eliminate fire hazards.
- (2) Strive for zero fire injuries and fatalities.
- (3) Minimize fire damages to Government and personal property.
- (4) Ensure soldiers and civilians know their life safety responsibilities.
- (5) Provide continuing fire prevention education for all personnel.
- (6) Motivate community residents to increase life safety awareness.
- (7) Comply with fire and building codes through the technical design review process.

b. The importance of fire prevention (life safety) within all areas and functions of the USAG Baumholder cannot be overemphasized. Strict implementation of the program is the only way to prevent mission interruption, injury and death, or material losses caused by fire. Compliance and enforcement of the fire prevention program is a command responsibility. An effective program has basic elements like identification of fire hazards, enforcement of fire prevention, construction and life safety regulations, adequate fire protection for facilities, continuing fire prevention education for soldiers and civilians, promotion of fire prevention seasonal campaigns, and the USAG Commander's strong support and emphasis on life safety.

#### **5-2. Engineering and Design Plans.**

Per chapter 25-30 of AR 420-1, Fire and Emergency Services shall review plans and specifications for all military construction projects, facility modernization, rehabilitation programs, and self-help projects for concurrence with UFC 3-600-01, Design, Fire Protection Engineering for Facilities, and with other laws and regulations promulgated by the Department of Defense, the National Fire Protection Association (NFPA), and Host Nation. Garrison fire chief or fire inspectors shall attend technical design review meetings and conduct technical pre-occupancy inspections.

#### **5-3. Management of Resources.**

The Garrison Fire Chief will submit yearly (NLT March) to the DES an Annual Work Plan listing all fire protection requirements to include training, equipment acquisition, service contracts and travel.

#### **5-4. Fire Risk Management Surveys (Fire Inspections).**

a. Qualified fire inspectors will conduct fire risk management surveys (fire inspections) of facilities and areas under the jurisdiction of the Garrison Commander. Hazardous conditions shall be reported and promptly corrected or incorporated into the installation's hazard abatement plan.

b. The frequency of inspections is determined by one or more of the following factors: Type of occupancy, class of construction, hazard, and known fire load. Per DoD Instructions, DoDI 6055.6, the Fire and Emergency Services are not credited for fire inspections of Army family housing (AFH) units. Therefore, Garrison professional fire inspectors conduct AFH fire inspections upon special request only.

(1) Mandatory inspection frequencies are as follows:

Monthly for Child Development Centers, DODDS school facilities, Youth Services and School Age Services.

(2) Other suggested frequencies are as follows:

(a) Monthly for places of assembly, hospitals, commissaries, recreational facilities.

(b) Quarterly for Unaccompanied Personnel Housing (troop barracks, BOQs), hotels, administration facilities, etc.

c. The reproducible DA Form 5381-R (Building Fire Risk Management Survey) provides a checklist and recording document. The inspector will complete this form or supply a detailed memorandum every time he/she surveys a building or facility. Major fire deficiencies or hazards noted during inspections shall be entered on DA Form 5382-R, Hazard/Deficiency Inspection Record or on a memorandum stating details, and routed directly to the unit commander. A copy of this report will be sent to the unit representative with suspense. A corrective action taken report must be sent to the fire prevention office within given suspense.

d. Garrison Fire & Emergency Services will establish a computerized record keeping system to monitor the building survey program. It should identify frequency, scheduled and completed inspections, and those overdue or needing re-inspection.

e. Unit commanders will take immediate action to correct a deficiency. All completed (corrective action) original DA Forms 5382-R or a written corrective action reply must be returned to the Garrison Fire & Emergency Services. Hazards or deficiencies that the inspected unit should correct but have not corrected or have not corrected in a timely manner, shall be brought to the attention of the Garrison Commander for necessary action. Unit submission of DA Form 4283 (Facility Engineer Work Request) does not constitute a fire hazard correction and will not permit the "closing out" of a DA Form 5382-R.

f. The use of memorandum type reports in lieu of DA Form 5382-R is authorized.

g. Fire inspections of permanently locked facilities, or rooms where access by the Garrison Fire & Emergency Services personnel is denied, are the responsibility of the individual supervisor maintaining that secured area.

h. The Garrison Fire & Emergency Services staff is always ready to provide training, educational presentations, lectures and fire extinguisher demonstrations upon request. Interested units or agencies are encouraged to call the Garrison Fire & Emergency Services for scheduling purposes.

### **5-5. Closing Time Inspections.**

Prior to securing the facility, managers of places of assembly shall conduct a walk-through fire inspection at closing time. The objective is to ensure optimal fire safety before leaving the facility. Closing time inspection sheets must be documented and on file. The manager will:

- a. Walk through all rooms.
- b. Empty waste containers outside the facility.
- c. Ensure that all ambers in fireplaces have been extinguished.

### **5-6. Inspections during Operating Hours.**

In addition to regular inspections of assembly occupancies, the Garrison fire inspectors shall conduct an annual inspection of assembly occupancies during operating hours where the ongoing activity presents a high risk to life (Reference, FESORI, Fire and Emergency Services Operational Readiness Inspection, AR 420-1).

### **5-7. Fire Exit Drills.**

a. Fire drills must be conducted periodically in coordination with the Garrison Fire & Emergency Services. Orderly evacuation of buildings during regular fire drills is critical. It reduces the possibility of panic in a real emergency situation. Speed in evacuating buildings is not the primary objective and is secondary to order and discipline. Drills will be held unannounced and under changing conditions to simulate unusual fire situations. All persons subjected to the drill will participate. Facilities with installed fire alarm systems will request Garrison Fire & Emergency Services assistance before activating the system. A record of each fire drill will be entered in the building manager/evacuation coordinator's log. Mandatory frequencies are as follows:

(1) Places of Public Assembly (over 50 persons) such as clubs, recreational facilities, theaters, gymnasiums, chapels and snack bars: Quarterly for employees and attendants. Evacuation of customers is not required.

(2) Schools: Weekly during the first four weeks of a new school year and monthly thereafter.

(3) Child Development Centers and CYS Youth Services: monthly.

(4) Hospitals: Monthly, conducted by the Garrison Fire & Emergency Services. Periodic night drills will be performed. All hospital staff must be familiar with the appropriate horizontal and vertical evacuation procedures. Evacuation of patients is not required.

(5) Hotels: Employees are instructed regularly in their duties in case of emergencies. Fire inspector simulates emergencies at various locations in the hotel. No evacuation of hotel guests.

(6) Unaccompanied Personnel Housing (UPH) and Army Family Housing: Quarterly, conducted by the assigned building manager/evacuation coordinator.

(7) AAFES (PX)/Commissary Facilities: Semi-Annually for employees, conducted by the Garrison Fire & Emergency Services. No evacuation of customers.

(8) Facilities used for storage, repair processing, servicing, testing or fabricating: Quarterly, conducted by the building manager/evacuation coordinator or senior supervisor of the facility.

(9) All other facilities not mentioned above will have fire drills annually, conducted by the assigned building manager/evacuation coordinator.

b. Fire drills are not required at facilities with a normal daily occupant load of ten or less.

### **5-8. General Housekeeping.**

Good housekeeping is a basic factor in maintaining adequate life safety. It is easily achieved by the correct handling (disposal, limitation) of combustible materials. The following requirements will be adhered to in order to prevent fires.

a. Trash containers will be located at a distance of not less than 15 feet (5 meters) from any building.

b. Trash will not be allowed to accumulate inside facilities. When waste paper baskets become full, they will be emptied into trash containers outside the building.

c. Ashtrays, where permitted, will not be emptied into waste paper baskets. Contents of ashtrays will be emptied into non-combustible containers only.

d. Rags soaked with oil, paint, wax or other liquids subject to spontaneous heating will not be stored together with other combustible materials. A separate metal container with a metal cover will be used for that purpose; the container will be suitably marked.

e. Wooden barrels, boxes or cardboard containers will not be used as trash containers.

f. Flammable liquids, chemicals, paint, paint soaked rags and similar materials will not be kept in clothes lockers.

g. Combustible items like packing materials or containers will be stored only in buildings that are specially designed for that purpose and approved by the Garrison Fire & Emergency Services.

h. The use of unoccupied attic space as storage area is prohibited. Unoccupied attic spaces shall be kept free of combustible materials. Attics shall be clean, and secured to prevent unauthorized entry.

**NOTE:** This is a general fire prevention measure for all types of facilities. "Unoccupied" or "Non-converted" attic spaces are spaces where area, space, or room is not suitable for storage, living and habitation purposes because fire protection features are not provided (i.e. fire alarm, smoke detectors, sprinklers, fire resistant construction, etc.).

i. Lumber and other combustible materials shall not be stored adjacent to exterior building walls. Storage shall be maintained at least 15 feet away from buildings.

j. Combustible materials shall not be stored under stairs or in a means of egress.

k. Janitor closets shall be used only for the storage of janitorial supplies and equipment.

l. Utility rooms shall not be used for storage.

#### **5-9. Smoking Policy.**

Commanders shall enforce the Department of Defense smoking policy. Smoking is prohibited in all community facilities except in areas specifically designated by the Commander. Smoking is also prohibited in all military vehicles and aircraft, and in any area where it may present a fire or safety hazard. Designated smoking areas, where permitted, will be identified by posting DA Form 5560-1-R. Unsafe smoking practices and improper disposal of smoking materials constitute a potential cause of fire. The following prevention control measures will be enforced and observed in all officially designated smoking areas:

a. Smoking material shall be thoroughly extinguished before discarding.

b. Smoking in bed is prohibited.

c. Smoking materials shall never be discarded from moving vehicles.

d. Ashtrays shall be emptied into non-combustible trashcans only.

e. Cigarette butts shall not be discarded on floors.

## **5-10. Candles, Curtains, Drapes, Decorations, Firecrackers.**

a. The use of open flame candles is prohibited in all community facilities with the following exceptions: Community chapels during religious services; places of public assembly on special occasions and with USAG Commander Permission. Such candles must be located on substantial non-combustible surfaces, and be located where there is no danger of ignition of combustible materials. Candle flames must be protected from drafts and air currents by hurricane globes or similar devices. Open flame candles on Christmas or other holiday celebration trees are strictly prohibited.

b. Only flame retardant draperies and curtains may be installed in places of public assembly and schools (auditoriums and gymnasiums).

c. The use of highly combustible decorations in community facilities is prohibited.

d. Seasonal or special event decorations:

(1) Live Christmas or other holiday celebration trees in community facilities will not remain standing longer than fifteen (15) days. Prior to installation, the tree will be cut at a 45 degree angle at least one inch above the original cut and then submerged in water.

(2) The lights of Christmas or other holiday celebration trees will bear the label of a recognized testing authority, such as UL (Underwriters Laboratories, Inc.), FM (Factory Mutual), or VdE (Verband der Elektrotechnik).

e. No furnishings, decorations or other objects will be placed where they may obstruct the means of egress (fire escape route) from a facility, nor will these items obstruct the visibility of exits, exit signs, fire alarm push buttons (pull stations), and fire fighting equipment.

f. It is prohibited to use or ignite fireworks or flares in places under the control of the U.S. Army. Fireworks include blank cartridges, toy cannons, firecrackers, torpedoes, skyrockets, roman candles, sparklers, or similar items capable of producing a visual or audible effect by combustion or detonation. Fireworks do not include toys using a paper cap, saluting cannons used by the military, airfield bird control devices, or highway warning devices (UR 600-1).

## **5-11. Fireworks Displays.**

Fireworks (roman candles, firecrackers and similar pyrotechnics items), except those items required for the military mission, will not be handled, stored, or used within the USAG Baumholder. Public fireworks displays by a licensed contractor may only be held with the written approval of the USAG Commander and in compliance with all current Host Nation requirements. Contractors must register public fireworks displays with local authorities. Refer to Appendix A for details.

HN Law prohibits private fireworks throughout the year; the exception is New Years Day, 31<sup>st</sup> December. No private fireworks are allowed within the footprint of the Garrison to include AFH areas.



## 5-12. Flammable Liquids.

Storage and use of flammable and combustible liquids can be reasonably safe when proper safety precautions are taken. Failure to use caution when dealing with these items is dangerous and a leading cause of fire and injury.

a. Procedures and precautions for handling and storage of flammable liquids are prescribed in NFPA 30, National Flammable Liquids Code and/or applicable Host Nation codes.

Exception: unless rescinded by other USAREUR; IMCOM-EUROPE or USAG regulations and policies.

| Hazard classification for Flammable Liquids   |                       |                          |   |
|---|-----------------------|--------------------------|---|
| Class   | Flash point           | Boiling point            | Examples  |
| I-A   | below 73°F (23°C)     | below 100°F (38°C)       | diethyl ether, pentane, ligroin, petroleum ether    |
| I-B   | below 73°F (23°C)     | at or above 100°F (38°C) | acetone, benzene, cyclohexane, ethanol              |
| I-C   | 73-100°F (24-38°C)    | ----                     | p-xylene  |
| Hazard classification for Combustible Liquids |                       |                          |   |
| II  | 101-140°F (39-60°C)   | ----                     | diesel fuel, motor oil, kerosene, cleaning solvents |
| III-A   | 141-199°F (61-93°C)   | ----                     | paints (oil base), linseed oil, mineral oil         |
| III-B   | 200°F (93°C) or above | ----                     | paints (oil base), neat's-foot oil                  |

b. The misuse of gasoline or any other flammable liquid having a flashpoint less than 100 degrees Fahrenheit (38°C) for cleaning purposes is prohibited. Only approved (acceptable to the authority having jurisdiction) cleaning solvents will be used.

c. Dip tanks or bench washing vats containing flammable liquids will be of metal with lids designed to close automatically in the event of a fire.

d. All fuel dispensing systems will be equipped with bonded hoses and nozzles.

f. Operators of vehicles being served with fuel at service stations will turn off the ignition and radio. Smoking, striking of matches, and operating lighters and mobile phones (cellular phones) are not permitted within:

- (1) 50 feet (15 meters) of a fuel dispensing point.
  - (2) 50 feet (15 meters) of a flammable liquid storage building.
  - (3) Ammunition storage depots or areas.
- g. Gasoline powered equipment will not be refueled inside buildings.
- h. Gasoline will not be poured into carburetors. Squirt type oil can or starting fluid may be used for that purpose.
- i. Bulk supplies of flammable liquids such as paint, oil, etc., will not be stored in buildings, except those specially designed and designated for that purpose.
- j. Flammable liquids will be stored or transported in approved (acceptable to the authority having jurisdiction) containers only.
- k. Flammable liquids and oil will not be dumped or disposed of into drains or sewers.
- l. Flammable liquids such as paint, varnish, alcohol, linseed oil, paint thinner, lacquers, etc. will not be stored inside occupied buildings unless a suitable, approved (acceptable to the authority having jurisdiction) storage cabinet is available. Flammable liquid storage cabinets must be obtained. Storage cabinets will be marked with the words "Flammable Liquids, Keep Fire Away" in both English and German and marked IAW NFPA 704 (Standard for the Identification of Fire Hazards of Materials) or equivalent Host Nation standards. Regular type metal wall lockers are not approved for the storage of flammable liquids.
- m. Gasoline powered vehicles requiring overnight storage in warehouses or similar facilities will be located centrally and at a safe distance away from heating equipment. Storage of equipment that presents a fire hazard because of maintenance deficiencies or because of the combustible or hazardous nature of materials in its vicinity is prohibited.
- n. Vehicles or trailers used for bulk transportation of flammable liquids will have the tank securely fastened to the vehicle frame. Pods or skid mounted flammable liquid tanks must be fastened to the vehicle in a manner to prevent movement of the tank during minor collisions and off road operations. Tank compartments will not be loaded in excess of 95% of their capacity to allow for increase in volume because of rise in temperature. Tank trucks will not be operated unless they are clean, free of leaks, in good repair, and equipped with a fire extinguisher having a minimum of 10 BC rating (or equivalent European rating EN 3).
- o. Entry to POL depots will be refused to vehicles or trailers which are used for transporting flammable liquids and do not comply with the requirements. Tank vehicles or compartments of vehicles used for Class I liquids will not be loaded with Class II or Class III liquids until the tank or compartment, piping, pumps, meters and hoses have been completely drained. Tank truck drivers will remain in a position where they can constantly observe the fuel intake or discharge during loading and unloading of their vehicles.

p. Aircraft, tank trucks, tank trailers and railroad tank cars will not be refueled unless they are grounded and bonded correctly to prevent the build-up of static electricity. Bonding and grounding insulated wires shall be tested regularly.

q. The commander of each fuel storage or issue point employing full time military or civilian personnel will establish and maintain an SOP. DD Form 1902 Fuel Handlers Permit shall be issued to each employee or tank truck driver who regularly handles POL products. Upon request, the Garrison Fire & Emergency Services may conduct training in addition of the Fuel Handler Permit certification, in the correct use of portable fire extinguishers.

r. Portable gasoline containers will not be filled or transported in cargo vehicles unless the vehicle tarpaulin has been removed or rolled up completely to prevent the accumulation of explosive vapors.

s. Flammable liquids will not be stored in domestic type refrigerators (explosion hazard).

t. The storage of full, partly full or used empty gasoline containers in occupied buildings is prohibited. Only new or steam cleaned gasoline containers may be stored there.

u. Spilled flammable or combustible liquids will be reported immediately to the Fire & Emergency Services. Necessary actions (environmentally correct clean-up, etc.) will be as prescribed in AR 200-1 and the USAG Spill Prevention Control and Countermeasure Plan (SPCC) and Installation Spill Contingency Plan (ISCP).

### **5-13. Compressed Gases.**

a. Some common compressed gases include carbon dioxide, nitrogen, compressed air, acetylene, and oxygen.

b. Storage Requirements:

(1) Storage of compressed gases will be in accordance with AR 420-1, NFPA Standards, AR 700-68, Unified Facilities Criteria (UFC), and applicable technical orders.

(2) Oxygen cylinders in storage will be separated from fuel gas cylinders or combustible materials, including oil or grease, by a distance of not less than 40 feet or by a fire resistive barrier.

(3) Compressed gas cylinders will not be stored in occupied buildings except for operational supplies (welding sets, emergency oxygen sets, etc.).

(4) Compressed gas cylinders will have protective caps installed over the cylinder valves at all times except when in use.

(5) Compressed gas cylinders will be properly secured to prevent mechanical injury. Compressed gas cylinders will be secured to provide them from falling.

#### **5-14. Heating/Ventilating and Cooking Equipment.**

a. Improperly-operated field space heaters pose safety and health hazards. Carbon monoxide and carbon dioxide emissions are potential hazards and may result in injuries. Heaters will be set up and operated only by personnel who are trained, tested and licensed in accordance with AR 600-55.

(1) Kitchen ranges, heaters and ventilators will not be left unattended when operating.

(2) Commercial type space heaters (kerosene, propane, Coleman, etc.) are not to be used as field space heaters. Most of these commercial type heaters are not vented and pose serious risk of death to soldiers sleeping in buildings, rooms, or tents heated with them.

(3) Field type gasoline fired cooking equipment will not be used in buildings (excluding mess tents, dining facilities and similar facilities within training areas) except in an emergency. Fuel tanks must be refilled or emptied outdoors where explosive vapors will not create a hazard.

(4) Oil fired stoves, ranges, baking ovens and space heaters will be kept clean and free of soot and oil leaks. Fuel oil supply containers in buildings will not exceed a total of five gallons.

(5) The use of improper fuels in oil fired space heaters may result in a fire or explosion. Portable containers used for oil fired space heaters will be marked with a yellow band around the container identifying it as "FUEL OIL."

(6) Soldiers or other building occupants will not modify or repair cooking ranges or space heaters installed or provided by the DPW.

(7) Fuel containers for tent heaters will be kept outside of the tent.

(8) The peacetime use of gasoline as a fuel for conversion burner units in M-1941 type II and M-1950 Yukon space heaters is prohibited regardless of location or circumstances.

(9) Gasoline will never be mixed with diesel, kerosene, fuel oil or similar fuels. When mixed with other fuels, gasoline vapors create an explosion hazard.

(10) No heating, cooking or other service equipment will be so installed or operated as to endanger an exit way (fire escape route), facilitate spread of fire or smoke through buildings, or otherwise create an abnormal hazard for the building occupants.

(11) The use of hotplates is prohibited. Cooking and preparation of food will not be performed in areas other than those designated for that purpose and they will be protected in accordance with NFPA 101 Life Safety Code and UFC 3-600-01.

(12) The use of electrical space heaters is prohibited without prior written approval of the DPW. Approval will not be given unless a heating deficiency exists. Authorized electrical space heaters will not contain open heating coils, and they will be thermostatically controlled. They

will not be operated in close proximity to combustible materials. Oil fired heaters, or other types of open flame heaters or element heaters will not be used in Government facilities.

(13) Kitchen ranges, grills, deep fat fryers, etc., will be kept free of excessive amounts of grease. They will be thoroughly cleaned prior to closing the kitchen at night. Maintenance and cleaning shall be performed IAW NFPA 96 and UFC 3-600-02.

(14) Only UL, FM or VDE certified cooking appliances will be utilized.

(15) The use of immersion heaters is prohibited.

(16) In commercial type kitchens (dining facility, cafeteria, Burger King or other retail food service operations), the using unit or organization will have a plan (drawing) showing the location of the various cooking appliances (deep fat fryers in particular) and of the exhaust hoods that are equipped with a fire suppression system.

#### b. Grease Extraction Systems.

Users of grease extraction systems must be aware of the possible hazards involved. The following criteria will be observed:

(1) Each system will be professionally cleaned semi-annually or more frequently if grease built up is excessive. Cleaning includes the removal of grease from fans, roofs, louvers, cupolas, and from all surfaces of hoods and ducts.

(2) Cooking is not permitted under hood extraction systems without a grease filter.

(3) Exhaust systems must be in operation while cooking.

(4) If an exhaust fan is defective, shut down or removed, cooking will be discontinued until the exhaust fan is fully operational.

(5) Grease exhaust hoods and filters will be cleaned daily to prevent grease accumulation.

(6) Use of open flame or barbecue equipment under a grease extraction system is prohibited.

(7) Where an exhaust hood is protected by an automatic fire suppression system, all personnel will be instructed in the operation of the system and on actions to be taken in the event of a fire.

#### c. Deep Fat Fryers.

Supervisors and managers of facilities using deep fat fryers will, as a minimum, conform to the following procedures:

(1) Commercial type deep-fat-fryers will be protected with an automatic fire suppression system. Special provisions for special events must be coordinated with and approved by the Garrison Fire & Emergency Services.

(2) Each deep-fat-fryer must have a metal or metal-clad cover. The metal cover will be in place covering the fryer, except when the fryer is in use. When the fryer is in use, the cover will be kept readily available (within arms reach) and, in the event of a fire, immediately be placed on the fryer to smother the flames.

(3) Supervisors shall insure that all kitchen personnel receive initial and recurring training in the operation of portable fire extinguishers and actions to be taken in the event of a fire at a deep-fat-fryer. The minimum training will include:

- How to use a metal cover.
- How to use the portable fire extinguisher.
- How to manually activate the automatic fire suppression system.
- How to de-energize the equipment.
- How to shut off the exhaust fan.
- How to recognize equipment malfunction.
- Instructions to never use water on grease fire under any circumstances.

(4) Each independent deep-fat-fryer unit will be equipped with primary and secondary thermostats. The temperature setting of the primary thermostat is not to exceed 400 degrees Fahrenheit (204 degrees Celsius) and the secondary thermostat must be a non-adjustable fusible or manually resetting thermostat with a max cut-off temperature not to exceed 460 degrees F (237 degrees C).

(5) If a primary or secondary thermostatic control device of a deep fat fryer is out of service or out of calibration, it will not be used until repairs have been completed and until professional DPW and/or contractor personnel have certified the device.

(6) A deep-fat-fryer will not be operated unless it is located directly beneath a fully operational kitchen exhaust hood protected by a fire suppression system. It will not be moved or relocated without prior approval from the Garrison Fire & Emergency Services.

## **5-15. Electrical.**

a. Installation, replacement, or alteration of the electrical system in any building or structure owned or controlled by the U.S. Army is prohibited unless approved by the DPW. Connection of a facilities interior or exterior wiring systems to an external electric power source is prohibited unless approved by the DPW.

b. Electric distribution rooms and transformer stations will not be misused as storage areas. Free access to such areas must always be maintained to allow access for fire fighting and repair crews in case of an electrical emergency. Clear access to electrical fuse panels will be maintained at all times.

c. Tampering with electrical wiring or fixtures is prohibited. Defective wiring, switches, cords, fuses and the like will be reported to the DPW for repair.

d. Electrical installations and equipment will conform to applicable codes and regulations.

e. Extension cords will be used only when a temporary, flexible connection is necessary. They will not be substituted for fixed wiring. Extension cords will be utilized only in continuous lengths without taped or spliced sections. Extension cords will be correctly sized for the electrical loads and conform to current codes and regulations. Cords will be replaced as soon as they show appreciable wear and tear. Grounds or short circuits may occur if the insulation is damaged.

f. Extension cords will be protected against mechanical damage. They will not be tacked, stapled or fastened to wood work or walls, tied to or draped over pipes and other supports. Extension cords will not be placed under rugs or carpets. Multiple outlet extension cords will be used in their original length only and will not be chain linked (Daisy chaining).

g. The overloading of circuits is prohibited. Fuses will not be bridged. Circuit breakers will not be taped or wired.

h. Only explosion proof electrical equipment may be used in the vicinity of flammable liquids or gases.

i. A clearance of 18 inches (45 cm) will be maintained around electric light fixtures.

j. When not in use, electrical equipment such as transformers, radios, television sets, irons and copying machines should be turned off.

k. Electric coffee machines must have a thermostat, be located on a non-combustible surface, and be maintained properly.

l. Open or exposed fuses, switches, or junction boxes must be fitted with protective covers.

m. Transformers will be located on a non-combustible surface with a clearance of at least 6 inches (15 cm), for ventilation purposes, between transformer and adjacent materials. They should be switched off or unplugged when not in use, and at the close of business.

n. Operation of all electric equipment, appliances, and machines will be discontinued immediately upon recognition of an unsafe or hazardous condition.

## **5-16. Vandalism and Malicious False Alarms.**

- a. Initiation of a malicious alarm is prohibited and subject to liability.
- b. Tampering with fire protection systems is prohibited. Alterations and/or additions to fire alarm systems and fire suppression systems are subject to be conducted IAW applicable standards and regulations (NFPA, VDE, etc.).
- c. Vandalism warrants firm disciplinary measures under AR 735-11 or under the Uniform Code of Military Justice.

## **5-17. Installation and Maintenance of Fire Protection Systems.**

- a. The installation of fire protection systems (alarm, detection, and suppression) shall comply with requirements of AR 420-1 (chapter 25-32, Fire Protection Systems) and UFC 3-600-01.
- b. The DPW will fund and conduct regular maintenance and repair (M&R) of fire alarm and detection systems (FADS) and automatic fire suppression systems, IAW UFC 3-600-02.
- c. Inspection and maintaining automatic fire alarm and suppression systems will be conducted only by licensed personnel IAW the Host Nation approval agency, Verband der Sachversicherer (VdS). The contracts will include a provision for emergency response to "out of service" conditions. Only VdS-certified contractors shall design and install new fire alarm and suppression systems.
- d. System malfunctions shall immediately be reported to the Garrison Fire & Emergency Services.

## **5-18. Barbeque and Open Fires.**

- a. As of the DPW Housing Division, Residents Handbook, barbecue (BBQ) grilling on balconies is strictly prohibited. BBQ grill must be located at the outside at least 10 feet (3 meters) away from any building. Indoor barbecuing is prohibited (garage, carport, porch, etc.). Grills are only authorized on non-combustible surfaces. Housing occupants are liable for damages from non-compliance with fire safety rules.
- b. Open fires, i.e., camp fires, bonfires, and burn pits are prohibited unless approved by the Garrison fire chief or representative.
- c. Blow torches or flame units will not be used in facilities to remove paint from wood or to burn wood for decorative purposes unless approved by the Garrison Fire & Emergency Services.

## **5-19. Welding and Cutting Operations.**

During cutting and welding operations, operators will observe the following precautions:

- a. Welding and cutting equipment must be in good mechanical condition.



- b. Work leads and hoses will be kept as short as possible. Leads, hoses, and conductors will be protected from passing vehicles and personnel.
- c. Electrodes will be removed from the holder when not in use.
- d. Machine framework will be grounded. Pipes or tubing carrying flammable gases or liquids will not be used for grounding purposes.
- e. Power will be shut off and the unit disconnected during appreciable work stoppage.
- f. Connections between regulators and cylinders will be kept gas-tight.
- g. Compressed gas cylinders in use or in storage will be properly secured against falling.
- h. Hoses will be in good condition and not frayed, cracked or spliced.
- i. Welding operations performed in places other than approved welding shops will use sheet metal guards, fire blankets, or similar protection to prevent hot metal or sparks from falling on combustible floors or materials.
- j. A fireguard with a portable fire extinguisher will be posted for the duration of the work and for 30 minutes thereafter to assure that sparks or drops of hot metal do not start a fire.
- k. Personnel performing cutting or welding operations outside of welding shops must obtain a valid "Hot Work Permit" (welding permit) from the Garrison Fire & Emergency Services prior to work execution.
- l. Permanent welding shops will be inspected semi-annually and approved for use by the Garrison Fire & Emergency Services.

## **5 -20. Vegetation Control.**

- a. Weeds and other vegetation should not be permitted to grow excessively in the vicinity of buildings, fuel tanks, fences, and similar areas. Both should be removed on a regular basis.
- b. Fire hydrants and outside incinerators and electrical installations will be kept free of vegetation.
- c. Areas around buildings and fire hydrants will be kept free of dry grass.
- d. Vegetation shall be controlled around ammunition storage areas.

## **5-21. Interior Finish and Interior Floor Finish.**

a. Interior finish and interior floor finish will comply with requirements of Unified Facilities Criteria, UFC 3-600-01, Design, Fire Protection Engineering for Facilities, current edition, and NFPA 101 Life Safety Code.

b. Interior finish materials will have a fire rating of class B-1 (DIN 4102) or better.

c. Interior finish in stairwells and exits will have a fire rating of class A (DIN 4102).

d. Interior finish and interior floor finish will not be changed or modified without prior approval of the Garrison Fire & Emergency Services and Director of Public Works (DPW).

e. Interior floor finish (carpeting), will have a fire rating of class B-1 (DIN 4102).

f. Carpets in means of egress, where permitted, will be class A (DIN 4102)

g. Carpets in interior stairwells are prohibited.

h. Carpeting and other textile wall coverings where permitted, shall conform to NFPA 101 (Life Safety Code) and/or Unified Facilities Criteria, UFC 3-600-01, Design, Fire Protection Engineering for Facilities, current edition, Section 2.6 (Interior Finish).

## **5-22. Means of Egress / Exits.**

### **Means of Egress Requirements.**

A continuous and unobstructed way of travel from any point on a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access consisting of hallway / corridor, stairwell etc... (2) the exit door leading directly to the outside, (3) exit discharge, path/street leading away from building to a public way / area.

a. Security and force protection measures must not violate fire and safety regulations.

b. Means of egress in new and existing constructions shall comply with Chapter 7 of the NFPA 101, Life Safety Code.

c. Every required exit, exit access, or exit discharge, shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.

d. Exit doors will be unlocked when the facility is occupied.

**NOTE:** A building shall be considered to be occupied at any time it is open for general occupancy, any time it is open to the public, or at any other time it is occupied by more than 10 persons.

d. Doors with panic hardware will have no other locking devices (chains, padlocks, or hasps) that would interfere with the release of the door latch or free swing of the door when facility is occupied.

e. Egress away from building exits will be unobstructed for the full width of the exit door for a minimum of 50 feet (15m).

### **Exit Marking**

a. Exits shall be marked with an approved sign immediately visible from any direction of exit access.

b. Exit signs will be continually illuminated where illuminated signage is required by code.

c. Where the path of egress is not readily visible, an exit direction sign shall lead occupants to an exit.

f. Exit signs and exit direction signs shall meet NFPA 101, Life Safety Code. Existing red colored signs may remain in use until replaced during new construction, major renovation or repair projects. Where approved by the authority having jurisdiction, pictogram type signs per German DIN-standards shall be permitted. Incandescent (light bulb) fixtures are not permitted. Light emitting diode (LED) exit signs of 220 Volts shall be installed in new construction and major renovation projects.

NOTE: USAG Baumholder exit sign requirements exclude pictograms. Exit signs will read the word exit in green letters on white background, size of signs shall be IAW NFPA 101, Life Safety Code Chapter 7.10.6.

### **Fire Doors/Smoke Stop Doors**

Fire doors and smoke stop doors are required by code to create fire compartments, slowing down fire and smoke spread into hallways, stairways and other parts of a building for a specific amount of time, depending on the fire rating of the door and code requirements.

Note: Fire doors and smoke stop doors are tested and certified in their whole assembly, including frame, door leaf and hardware. Manipulation of any kind may lead to loss of certification and fire/smoke stop resistance of the door.

a. Fire doors and smoke stop doors must be equipped with an automatic door closer, or with a hold-open device that initiates door closure automatically (by smoke detector activation) in a fire scenario. Tampering with fire and smoke stop door closing mechanisms is prohibited.

b. Fire doors and their components must be kept in an operational condition, and will not be obstructed or blocked in any position.

c. Doors will not be blocked without approval of the Garrison fire chief or representative. Blocked doors must have signs on both sides reading "This Door Blocked" in letters at least four inches (10 cm) high.

d. Fire/smoke stop doors will be kept in good repair, to include their respective automatic hold open devices and self closing devices. The building manager/evacuation coordinator will take immediate action to get a damaged door repaired.

## **Exit Doors**

Exit doors are those doors that lead directly to the outside and are not required to be fire rated. Depending on the occupancy and code requirements exit doors must be equipped with a panic push bar or panic hardware.

a. Exit doors will be kept in good repair, to include panic push bar and/or panic hardware, and will swing freely without restriction. The building manager/evacuation coordinator will take immediate action to get a damaged exit door repaired.

b. Where more than one exit is required by code, these exits must be remote from each other, to facilitate escape if fire is blocking one of the exits.

c. If security requirements ask for controlled building access, certain doors may be equipped with panic hardware that has a built-in alarm if the door is locked for security reasons. The design of these door locks permits the door to be key-locked to prevent entry from the exterior, but at the same time permits opening from the inside without the use of a key in the event of an emergency. Chains or hasps are prohibited on exit doors.

## **Stairwells**

Stairwells are a vital means of egress component. No furnishings or other obstructions may impede the full instant use of a stairwell.

a. Storage in stairwells, on landings and under stairs is strictly prohibited to protect integrity of the stair from fire/heat damage.

b. Decoration in stairwells is prohibited.

## **Hallway/Corridors**

As the stairwells, also the hallways and corridors are a means of egress. No furnishings or other obstructions may impede the full instant use of an exit access corridor/hallway.

a. No combustibles may be stored in hallways/corridors to ensure full instant use and limit fire load within the protected hallway/corridor.

b. Doors leading into a required exit access corridor are either smoke stop or fire doors and are usually equipped with a self closing devices or automatic hold open device. These doors

should not be held open by any device other than their operating mechanism and the mechanism must always remain in an operational condition.

### **5-23. Self-Help Construction Projects.**

a. The Garrison DPW must approve all expanded self-help construction projects prior to the start of the work. Requests for approval will be submitted on DA Form 4283 to the DPW. DPW shall forward all DA Form 4283 for self help work to the Garrison Fire & Emergency Services for review.

b. Self-help projects will be accomplished in accordance with pertinent fire prevention (life safety) criteria.

c. Any self-help construction installed in violation of existing fire prevention and construction standards will be immediately removed or corrected by the organization that performed the original work. Garrison fire inspectors have full authority to terminate self-help project work until fire and life safety criteria are met.

d. The use of plywood for interior walls, partitions, ceiling or suspended ceiling construction is prohibited.

e. The use of fire retardant paint over combustible wood interior finish is not authorized due to the need for recurring application and the high cost of this type of paint. Unified Facilities Criteria (UFC) 3-600-01 construction standards require the use of either non-combustible or fire retardant construction materials.

## **CHAPTER 6**

### **FIRE PREVENTION AT COMMUNITY FACILITIES**

#### **6-1. Assembly Occupancies and Recreational Facilities.**

The potential for loss of life and property in assembly occupancies and recreational facilities requires additional actions to prevent fires. In the wake of infamous nightclub disasters worldwide, the National Fire Protection Association has issued the requirement of sprinkler protection for new assembly occupancies. Existing assembly occupancies housing bars with live entertainment, dance halls, discotheques, nightclubs and assemblies with festival seating, exceeding an occupant load of one hundred persons, must also be equipped with a sprinkler system.

Depending on occupant load, assembly occupancies shall be provided with a minimum of one crowd manager who has been trained in crowd management techniques. This requirement shall not apply for assembly occupancies used exclusively for religious worship with an occupant load not exceeding 2,000 persons. The Garrison fire chief may grant exceptions if the existence of a supervised automatic fire sprinkler system and the nature of the event warrant.

Managers, supervisors and custodians of assembly occupancies and recreational facilities will:

(1) Ensure that all new employees receive a fire prevention orientation before they start working in their new job.

(2) Ensure that recurring life safety orientations are conducted at least quarterly.

(3) Ensure that installed grease extraction and hood duct systems are cleaned semi-annually by professional personnel. Cleaning includes grease removal from fans, hood, filter, and duct surfaces.

(4) Ensure that the maximum occupant load capacity of facilities are not exceeded. Based on current life safety code requirements, the fire and emergency services determines the number of persons permitted in public assembly facilities to ensure safe evacuation in a fire scenario. The maximum capacity will be posted at the main entrance or lobby in all assembly occupancies.

(5) Consult the Garrison Fire & Emergency Services prior to purchase or installation of curtains, carpets, drapes or decorations. See paragraph. 5-10 for details.

(6) Carpeting and other textile wall coverings where permitted, shall conform to NFPA 101 (Life Safety Code) and/or Unified Facilities Criteria, UFC 3-600-01, Design, Fire Protection Engineering for Facilities, current edition, Section 2.6 (Interior Finish).

(7) Notify the Garrison Fire and Emergency Services when planning social events that involve temporary decorations, exceptionally large crowds, or any unusual arrangements.

## **6-2. Unaccompanied Personnel Housing (Barracks).**

a. New guidance has been issued for the use of cooking equipment in individual troop billet rooms. The Army's aggressive program to modernize barracks for permanent-party single soldiers has resulted in new barracks construction that went into effect in FY03 (reference Information Paper, DAIM-FDH, subject, Army Barracks Program, dated 28 Feb 03). The new criteria allow for "cooking facilities (stove or cook top) in each barracks module". Note that this only applies to modules of UPH that were renovated or newly constructed in accordance with the new criteria. Cooking continue to be prohibited in all other existing soldiers' sleeping rooms.

b. The use of open flame devices (e.g. fuel burners, incense, candles) is prohibited.

c. Stoves must have an exhaust system with a replaceable non-combustible filter.

d. The use of combustible room dividers is prohibited.

e. The use of highly combustible decorations (e.g., parachutes) is prohibited.

f. Combustible decorations in individual sleeping rooms will be kept to a minimum.

g. Storage in hallway and stairwell is prohibited. Motorcycles, motor scooters or gasoline-powered equipment will not be stored inside the building.

h. Heating floor wax ("hot waxing") is prohibited.

i. Electrical cooking, heating or ventilating equipment shall not be left unattended when in use.

### **6-3. Army Family Housing.**

a. Family housing residents will comply with this SOP and with AR 210-50, Housing Management.

Per Military Construction Appropriations Bill 2001, smoke detectors, fire alarms and portable fire extinguishers have already been installed in common areas of all stairwell apartment buildings in Germany.

Per Military Construction Appropriations Bill 2001, all construction improvement projects for Army Family Housing in Germany shall include fire suppression sprinkler systems. The official clarification regarding the requirement for sprinklers for whole house renovation is at Appendix D.

b. Design and construction requirements of the current version of IMCOM-EUROPE Army Family Housing Standard Design Guide shall be complied with during renovation of existing facilities or new construction.

c. Fire suppression and detection systems maintenance and repair are in accordance with Para 2-12, b of this SOP.

d. Smoke detectors must be hard-wired (Public Law 102-522).

e. Facility Manager/Evacuation Coordinator duties are described at paragraph 2-10 above.

f. The family housing sponsor is responsible for life safety in the quarters and personal storage areas, and for familiarizing family members with life safety procedures. As a minimum, family members must know how to report a fire and how to evacuate the building.

(1) Use of attic space for storage is prohibited.

(2) Doors to attic spaces will be kept closed and locked (key control).

(3) Storage in exit ways such as stairways or hallways is prohibited.

(4) Storage under stairs (including basements) is prohibited.

(5) Doors of individual basement storage cubicles will be kept locked.

i. In order to confine a fire and prevent smoke spread the installed fire doors in the basement, corridors and stairwells must be kept closed. Under no circumstances will fire doors be blocked.

j. Single Station Smoke Detectors: Where still installed, single station smoke detectors will be tested monthly. Single station smoke detectors can be identified by their TEST button. The sponsor is responsible for the completion of smoke detector tests.

New type smoke detection systems are monitored by the fire alarm system.

Smoke detectors will not be tampered with, nor will they be removed from their installed locations. This may cause false alarms or trouble calls within the building.

k. EVERY fire alarm must be called in to the US ARMY GARRISON fire department, using the respective fire call number see chapter 3-1 (d.), for emergency response.

l. Stoves and cooking ranges will NEVER be left unattended when in use, and will be maintained by the occupant in a clean condition, free from grease. **UNATTENDED COOKING IS THE LEADING CAUSE OF FIRES IN THE USAG.**

m. Kitchen exhaust hood filters will be kept clean and free from excessive grease accumulation. Unserviceable filters must be replaced.

#### **6-4. Maintenance Shops.**

a. Refueling and defueling of vehicles in maintenance shops is prohibited.

b. Explosion-proof lighting fixtures, electrical extension cords, tools, and equipment must be used in hazardous fuel vapor zones.

c. Vehicles will not be parked directly in front of shop doors.

d. Spray painting in maintenance shops is strictly prohibited unless bays or shops are designated, equipped and approved for that purpose.

e. The use of gasoline for cleaning purposes is strictly prohibited.

f. Flammable liquids will be stored inside approved "Flammable Liquid Storage Cabinets". The storage quantity will not exceed 60 gal (227 L) in total of Class I (Flash Point <100 degrees Fahrenheit/37.8 degrees Celsius) and Class II liquids (Flash point at or >100 degrees Fahrenheit/37.8 degrees Celsius).

g. Oily rags and oil contaminated clothing will be kept in tightly covered metal containers.

#### **6-5. Warehouse and Storage Facilities.**

Storage of materials will conform to prescribed practices to prevent spontaneous combustion and the spread of fire through congested storage of materials.

a. Material handling equipment (e.g., forklifts) will not be serviced or refueled inside warehouses or within 15 feet of combustible outdoor storage. Battery operated fork lifts shall be recharged only in approved designated areas.



- b. Materials will not be stored so as to block or interfere with fire lanes, wall hydrants, fire extinguishers, fire hoses, fire escapes, fire exits or fire doors.
- c. A minimum of 18 inches (45cm) clearance will be maintained between stored materials and automatic sprinkler heads, ceilings, hoists, rafters, ceiling lights.
- d. Smoking in warehouses and storage facilities is prohibited.
- e. Fire doors will be kept in operable condition and kept closed. Fire doors may only be kept open if equipped with devices to close door automatically in case of fire.
- f. Maintain clear aisles to prevent fire from spreading from one storage pile to another. This permits convenient access for fire fighters in a fire scenario.

## **CHAPTER 7**

### **MONITORING CONTRACTOR OPERATIONS**

#### **7-1. General.**

The Garrison fire chief or his designated representative will monitor contractor operations on all construction, maintenance and repair projects. The contracting officer's representatives (COR) will notify the contractor and request prompt corrective action when fire hazards or unsafe practices are observed. The Garrison fire chief or his designated representative may stop any operation or activity when there is an imminent danger to life or Government property.

#### **7-2. Welding Permit.**

Contractors conducting cutting and welding must have a valid welding permit (Hot Work Permit). See paragraph 5-19, this SOP.

#### **7-3. Responsibilities.**

Contractors, concessionaires, and vendors performing work or conducting business on or in facilities under the jurisdiction of the US-Army Garrison will conform to this regulation. The contracting officer's representative (COR) will ensure that a copy of this regulation is provided to the contractor at pre-construction conferences and that all requirements contained herein are adhered to. Specific requirements and limitations are as follows:

- a. The contractor will ensure that all fire detection and or suppression system components installed in the area of work will be protected against physical damage (to incl. dust exposure of smoke detectors, etc...) It is the contractors responsibility to keep the Garrison Fire & Emergency Services informed on work which could affect fire protection features.
- b. Smoking is prohibited in the vicinity of hazardous operations and locations.

c. Waste material will not be allowed to accumulate. It shall be removed from the site daily. Trash will not be burned on the site.

d. Stored material or equipment shall not create a fire hazard to adjacent facilities.

e. The contractor will provide portable fire extinguishers at the job site.

f. The contractor will provide at least one portable fire extinguisher in buildings used for storage or workshops.

g. Flammable liquids and other hazardous materials such as paint, paint thinner, gasoline, asphalt, or tar will be stored in detached structures or in the open, not inside buildings. Low flash point liquid (below 100° F) used in buildings will be handled only in approved (accepted by the authority having jurisdiction) safety cans.

h. Adequate ventilation shall be provided for paint spray operations and work that involves the application of materials using adhesives containing flammable solvents. Such operations will be conducted remotely from any potential source of ignition.

i. Asphalt and tar kettles will be located in a safe place outside the building. Such kettles will not be put on roofs or porches. Continuous supervision will be maintained while kettles are in operation. Kettles should have metal covers to smother the flames.

j. Electrical wiring and equipment will be installed in compliance with current Host Nation VDE requirements. Contents of paragraph 5-15 above shall also apply.

k. Welding and Cutting. Contractors will post a fireguard with a serviceable portable fire extinguisher for the duration of the work and for thirty minutes thereafter, to ensure that sparks or drops of hot metal do not start fires. See also paragraph 5-19, this SOP.

l. Fire hydrants will be used only for fire fighting. Contractors may not take water from any hydrant unless they have the Garrison Fire & Emergency Services and DPW permission. A proper hydrant wrench must be used to open any hydrant valve.

m. Contractors will not block fire hydrants and will not park vehicles within 15 feet of a fire hydrant or Fire & Emergency Services connection.

n. Gasoline, oil and grease shall not be disposed of into drainage systems or public water systems. Oil contaminated areas will be covered with an absorbent material and removed in accordance with the "Spill Contingency Plan". Contractors will immediately report POL spills to the Garrison Fire & Emergency Services.

o. All construction offices, huts, vehicles, trailers, and supplies will be located at least 30 feet (10 meters) from any adjacent buildings.

p. Contractors must provide access for fire trucks to the immediate job site prior to and during construction. Contractors must ensure that vehicle parking does not impede Fire & Emergency Services activities.

q. Contractors will maintain access to fire hydrants, exterior standpipe connections, and other fire fighting systems and equipment at all times.

r. Fire hydrants in excavations will be rigidly braced and protected from freezing.

s. Scaffoldings will not block fire escapes or access routes in occupied buildings.

t. All stairwells in a building under construction must remain usable at any time unless otherwise permitted by the Garrison Fire & Emergency Services.

u. Contractors shall report all fires to the Garrison Fire & Emergency Services. See paragraph 3-1 for emergency telephone numbers.

## **CHAPTER 8**

### **PORTABLE FIRE EXTINGUISHERS**

#### **8-1. Facilities.**

The Garrison Fire & Emergency Services will determine type, size, and location of extinguishers IAW NFPA 10 (Standard for Portable Fire Extinguishers).

The Garrison DPW is responsible for maintenance and providing fire extinguishers required, in facilities (IAW NFPA 10) and on flight lines (IAW AR 420-01) only.

#### **8-2. Flightlines.**

a. Depending on the type of aircraft, installations shall issue wheeled type fire extinguishers as described in chapter 25-21 of AR 420-1.

b. Unserviceable wheeled type fire extinguishers at helipads or at Army Airfields will be taken immediately to the Garrison Fire & Emergency Services extinguisher service point for exchange.

#### **8-3. Portable Extinguishers on Vehicles.**

Issue of portable fire extinguishers that are components of vehicles is the responsibility of the commodity manager issuing the vehicle. The testing, repair, refilling, and replacing of these extinguishers is the responsibility of the general support (GS) or direct support (DS) accountable supply officer. Issue to troop units is in accordance with TB 5-4200-200-10, which has an extensive list of the fire extinguishers for field, vehicle, van and other uses. DES funds or supplies cannot be used for repair or replacement of these extinguishers.

#### **8-4. Portable Extinguishers at Army Family Housing.**

Portable fire extinguishers shall not be issued to residents of Government controlled Army Family Housing (AFH). Military Construction Appropriations Bill, 2001, mandates that portable fire extinguishers will be installed in stairwells of AFH in Germany.

#### **8-5. Responsibilities.**

- a. The Garrison Fire & Emergency Services is responsible only for fire extinguishers in real property facilities.
- b. The facility manager/evacuation coordinators are responsible for regular, visual inspections of portable fire extinguishers to ensure instant availability in case of fire. Defective extinguishers and extinguishers due for scheduled service will be transported by the using organization to the Garrison Fire & Emergency Services. Extinguishers with leaks, broken seals, defective hoses or nozzles should be serviced promptly.
- c. Extinguishers will be located indoors at easily accessible fire points along normal routes of travel, preferably near exits.
- d. Extinguishers will not be removed from their installed position except for fighting fires. They will not be used as doorstops, obstructed or obscured from view by furniture, supplies or other materials.
- e. DPW Family Housing is responsible for replacement and maintenance and repair (M&R) of portable fire extinguishers in stairwells of AFH and will reimburse F&ES.

## **CHAPTER 9**

### **WATER SUPPLY AND FIRE HYDRANTS**

#### **9-1. Design Requirements.**

Supply, distribution and storage of water supplies for fire protection purposes will be in accordance with requirements of Unified Facilities Criteria, UFC 3-600-01, Design, Fire Protection Engineering for Facilities. Requests for exceptions must be sent through channels to the Installation Management Agency, Europe Region (IMCOM-EUROPE).

#### **9-2. Fire Hydrants.**

- a. Fire hydrants and distribution lines will not be less than six inches (150 mm or DN 150) in diameter, and they will be above ground, when possible. A suitable bypass valve will be installed when a water meter or other equipment restricts the required fire flow.
- b. Standard Host Nation signs shall identify existing underground hydrants.

c. Fire hydrants located adjacent to parking areas or vehicle traffic areas shall be protected by bollards. Parking within 15 feet (5 meters) of a fire hydrant or Fire & Emergency Services connection on a U.S. facility is prohibited.

d. Fire hydrants will not be obstructed.

e. All parts of a building exterior shall be reached by hose lays not over 110 meters. For new construction, at least one hydrant must be located no further than 46 meters from the building.

f. Water mains and fire hydrants will not be shut off without prior notification to the Garrison Fire & Emergency Services.

g. Connecting to a fire hydrant is prohibited. For hydrant use other than fire fighting purposes a written permit from the DPW is required. The Garrison fire chief will be notified as soon as possible in this case.

h. Damaged fire hydrants must be reported immediately to the Garrison Fire & Emergency Services and DPW.

## **CHAPTER 10**

### **MUTUAL AID (INTERFACE WITH LOCAL FIRE & EMERGENCY SERVICES)**

#### **10-1. Reciprocal Agreements.**

Per AR 420-1 and DoDI 6055.6, DoD components are encouraged to enter into reciprocal agreements with local fire protection agencies for mutual fire fighting and emergency response assistance. Fire and Emergency Services shall not increase staffing or equipment above DoD levels solely to provide mutual aid to Host Nation communities.

#### **10-2. Purpose.**

The purpose of agreements for assistance in fire protection, general aid and disaster is to facilitate cooperation with Host Nation emergency services by providing mutual aid, combined response plans, joint disaster preparedness exercises, combined command posts (on and off base), establish clear communication lines, and mutually coordinated media responses.

#### **10-3. Responsibilities.**

Per AR 420-1, the garrison commander, on behalf of the Secretary of the Army under authorization in section 1856a, title 42, United States Code (42 USC 1856a), may execute the agreement.

#### **10-4. NATO SOFA Supplementary Agreement (effective 29 March 1998).**

a. Article 63, paragraph 3. Services rendered free of charge to a force or a civilian component. A force or a civilian component shall enjoy free of charge administrative services and assistance, including the services of the German fire protection, to at least the same extent as the German Armed Forces. The arrangements set forth in Article 63 shall not exclude the possibility of agreements being concluded on financial matters during discussions or negotiations which are envisaged in the Supplementary Agreement or in the NATO Status of Forces Agreement and in which financial matters play a part.

b. Article 64. Administrative services and assistance, including the services of the German fire protection services, shall be made available without charge to the members of a force or of a civilian component or to dependents, in their own right, to the same extent as such facilities and services are available without charge to other persons in the Federal German territory.

c. Article 53 and 53A. The authorities of a force shall give the competent German authorities at Federal, State and local level all reasonable assistance necessary to safeguard German interests, including access to accommodation after prior notification, so that they can fulfill their official duties. The German Federal authorities responsible for the accommodation shall assist the authorities of the force on request. In emergencies and where there is danger in delay, the authorities of the force shall make immediate access possible without prior notification. The authorities of the force shall decide in each case whether they will accompany the German authorities. In all cases, access shall be subject to considerations of military security, in particular of the inviolability of classified areas, equipment and documents. Cooperation between the authorities of a force and the German authorities in accordance with Article 53, and, if appropriate, in conjunction with Article 53A, shall extend in particular to the following fields of public safety and order, including fire precautions (fire protection and assistance), disaster control, public health, etc.

## **CHAPTER 11**

### **WEAPONS OF MASS DESTRUCTION (WMD)**

#### **11-1. Strategic Goal.**

Reduce loss of life and injuries; minimize property and environmental damage.

#### **11-2. Strategic Objective.**

Increase Fire and Emergency Services capability to prevent, respond to, and mitigate the consequences of emergencies.

### **11-3. Strategies and Means, General.**

Obtain full compliance with NFPA 1500, Fire and Emergency Services OSHA (Occupational Safety and Health Administration) Program.

### **11-4. Response to Chemical, Biological, Radiological, Nuclear, High-Yield Explosives (CBRNE) Incidents.**

- a. Develop concept of operations, IAW DoDI 2000.18, for Fire and Emergency Services response to CBRNE incidents (establish HazMat technician level response to all installations to support the National Military Strategy; provide appropriate equipment, training, vehicles for CBRNE response; participate in the community's CBRNE awareness program).
- b. AR 525-27 provides detailed guidance for Army Emergency Management procedures.

### **11-5. Minimum First Response Capability to CBRNE Incidents.**

Per DoDI 6055.6 (chapter E2.5.14) and DoD Staffing Criteria Summary Sheet of March 2003, fifteen (15) F&ES personnel, at least four (4) trained to the HazMat Technician Level and one to the HazMat IC Level shall be the minimum necessary to constitute the initial technical evaluation and mitigation response to an actual CBRNE incident requiring entry into a hot zone.

### **11-6. Radiological Material, Nuclear and Chemical Weapons.**

At installations with radiation hazards, the Garrison Fire & Emergency Services shall obtain radiation monitoring equipment and appropriate training, or enter into an agreement with the local radiation protection officer IAW chapter 25 of AR 420-1 to provide assistance as necessary. In Fire and Emergency Services without radiation monitoring equipment will call the "Explosives Ordnance Disposal Detachments and Radiation Team" or the Host Nation Fire & Emergency Services for assistance. The Garrison Fire Chief shall coordinate with the Garrison hazardous waste manager.

### **11-7. WMD - F&ES Preparedness and Response.**

- a. The Garrison Fire and Emergency Services disaster plan shall be coordinated with Host Nation disaster preparedness plans and be integrated with the installation Disaster Preparedness Plan IAW DoDI 6055.6.
- b. Directions by the on- scene incident commander, e.g., Fire Chief, Provost Marshal, Commander, will be strictly followed. The Incident Command Post (ICP) is the focal point for decision making, communication, and coordination with Host Nation emergency forces, and for all incoming and outgoing disaster information. The ICP will assess type and scope of emergency, determine type of threat, and develop action plans.

c. Interoperability with local emergency forces will be evaluated through training and exercises designed to ensure that the necessary resources for a WMD first response are available and prepared. Effective first responders make a significant difference in the initial stages of an incident. The Garrison Commander and Garrison Fire Chief should establish strong working relationships with their Host Nation counterparts. The key to an effective response is coordinated and exercised mutual aid (chapter 13) and the exchange of WMD response capability information (communication, equipment, training, and chemical, radiological and biological detection and decontamination) between the U.S. installation and multiple levels of Host Nation organizations.

d. A live installation preparedness mass casualty (MASCAL), fire fighting exercise shall be held annually. The Host Nation should be invited to attend all pre-exercise planning and rehearsal sessions.

#### **11-8. Handling Suspicious Items.**

a. Letters or packages with a suspicious substance must be treated like a crime scene.

b. Initial response by persons receiving or identifying a suspicious substance:

(1) The suspicious letter or package should not be handled or opened. Cover the suspicious item, if practical, but do not move it.

(2) If the substance is a powder, cleaning should not be attempted. The area should not be disturbed for safety reasons and to protect the integrity of further technical and criminal investigations. Correct determination of unknown substances is paramount in the current environment of terrorist activities and force protection.

(3) If possible, turn off the ventilation system and fans. Close all doors and windows to ensure the substance is contained in the room, then evacuate the immediate area without leaving the building (unless absolutely necessary). It is mandatory to ensure that no one leaves the crime scene until released or directed by the appropriate authority.

(4) Persons who had direct contact with the suspicious letter or package containing the substance shall be kept isolated from other persons until released or directed by the appropriate authority. Information about contamination of persons shall be provided immediately to the Emergency Service Responders.

(5) Persons who have come into contact with either the package or the suspicious substance will immediately wash their hands thoroughly with COLD water and soap. Contaminated water should be retained to prevent potential contamination of the public sewer system.



## **CHAPTER 12**

### **SPILL RESPONSE PLANNING AND SPILL PREVENTION, CONTROL AND COUNTERMEASURES PLAN (SPCC)**

#### **12-1. Hazardous Materials (HazMat) Incidents and Response Planning.**

Communities shall establish an integrated HazMat response program IAW DoDI 6055.6. HazMat response shall meet requirements of Code of Federal Regulations, 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.

a. Scope. Provide for prompt, coordinated response to contain and clean up spills of petroleum, oil, and lubricants (POL) and other hazardous substances. In accordance with the German Final Governing Standards (FGS) and USAREUR Regulation 200-1, Environmental Quality Program, all DoD installations will prepare, maintain and implement a Spill Prevention and Response Plan to be updated at least every 5 years and must include as a minimum:

(1). Coordination of Emergency Services. Arrangements with U.S. and Host Nation Fire & Emergency Services, police, hospitals, and emergency response teams.

(2). Means to contact emergency services. Telephone numbers of Garrison Fire & Emergency Services (See Chapter 3-1).

(3). Equipment. A list of all emergency equipment like fire extinguishing systems, spill control equipment, communications and alarm systems, and available decontamination equipment.

b. Objectives. The fire fighting team arriving on the scene of a HazMat incident must meet many basic objectives. These objectives parallel those associated with a fire response and include the following:

(1) Sizing up the situation and establishing command.

(2) Controlling access to the scene, securing the scene, and isolating the hazard in coordination with police and Host Nation response officials.

(3) Identifying the hazard and evaluating the risk.

(4) Rescuing and evacuating personnel and victims.

(5) Staging additional resources.

(6) Confirming that hazardous-substance-release reporting requirements have been met.

(7) Re-evaluating the situation continuously in coordination with Host Nation officials.

c. Incident Command. Incident command procedures should be used at major HazMat emergencies. For resolution of major emergencies, coordination with Host Nation agencies and resources is absolutely necessary. The incident commander (normally the U.S. and/or HN fire chief/senior fire officer) must establish a command post (CP). The CP must be safe from contamination. The incident commander will determine restricted areas (hot, warm, or cold zones) that will be maintained with assistance from U.S. and/or Host Nation police. The incident commander continuously monitors the situation and orders evacuation and other measures, as needed.

d. Decontamination. During HazMat operations, special efforts will be made to minimize the number of personnel and the amount of equipment in a contaminated area. Specific decontamination procedures for a specific product must be determined carefully. Before fire fighters enter a contaminated area, the incident commander shall set up a decontamination point. During the decontamination process, particular attention must be given to water runoff. Contaminated water must be collected and disposed of in accordance with applicable Host Nation laws. Garrison DPW environmental Division is responsible for coordination of contaminated water or material disposal. When airborne contaminants are involved, additional eyewash kits and oxygen may be needed.

e. Emergency Medical Services (EMS) Support. Emergency Medical Services tasks include those usually associated with basic (first response) and advanced life-support treatment of personnel exposed to toxic substances. The advanced life-support personnel should function under the direction of the senior medical official at the scene. However, medical personnel will remain in the staging area. Only the incident commander can allow them to enter any other area to provide medical services. Ambulances should be positioned upwind of a HazMat release at the perimeter of the incident site. Several problems related to the safety of EMS personnel and victims must be considered:

(1) Medical personnel normally do not have positive-pressure, self-contained breathing apparatus (SCBA) and shall not be committed to a dangerous area without protection.

(2) Contaminated victims may contaminate EMS personnel and hospital staff.

(3) Contact lenses of victims should be removed and their eyes flushed.

f. Radiation and other HazMat. Unit commanders will inform the Garrison Fire and Emergency Services in writing of the following:

(1) Total inventory of all radioactive and other Hazardous Materials (HazMat); specific information pertinent to each individual material, e.g., material safety data sheets and emergency procedures. The inventory should include all unclassified specific items of radiological equipment and radioisotopes.

(2) Location of materials to include installation, building number, room number, amount, and type of materials at each location.

(3) Names and telephone numbers of persons to be contacted in the event of an emergency situation that may directly or indirectly affect the safety of soldiers or fire fighters.

(4) Provide updated information to Garrison Fire and Emergency Services when changes occur.

#### **12-2. Spill Prevention, Control and Countermeasures Plan (SPCC).**

a. Spill Prevention, Control and Countermeasures Plan (SPCC) outlines management procedures and responsibilities associated with Garrison Fire & Emergency Services responses (containment, mitigation, clean up) to hazardous spills.

b. The Garrison Fire and Emergency Services acts as primary responder providing personnel and equipment for emergency situations and significant spills. The Garrison Fire & Emergency Services handles clean up minor spills and maintains spill records. Garrison DPW environmental division is responsible for disposal of spill residue. The Garrison Fire & Emergency Services emergency plan shall include information on Host Nation disaster response agencies and spill response capability.

c. The Garrison Fire Chief (or senior fire officer) acts as the installation on-scene coordinator (IOSC).

d. The Garrison Fire Chief or the senior fire officer of the German Fire Department acts as the off-base spill coordinator (OBSC).

e. The Garrison Environmental Chief and the Garrison Fire Chief (or senior fire officer) normally act as spill emergency coordinators (SEC). They will be familiar with all aspects of hazardous waste contingency and with all facilities and operations involving hazardous waste, hazardous waste storage, and records.

## **APPENDIX A**

### **FIREWORKS DISPLAYS (PYROTECHNICS)**

1. Fire prevention and life safety is a command responsibility. Fire incidents or accidents during fireworks displays can cause loss of life or severe damage to Government property, thereby disrupting or reducing mission performance.

2. The following is a consolidation of life safety requirements that will be complied with during fireworks displays at U.S. Army installations:

a. Firing and detonation will be at a safe distance from all personnel, equipment and structures. Effective controls will be established to prevent spectators from entering the display area. Requirements for safe distances during fireworks/pyrotechnics displays are as follows:

(1) 70-200 meters radius depending on type of location, type of pyrotechnics used, and wind velocity.

(2) 30-70 meters radius for low level type pyrotechnics such as "Roman Lights" (perpendicular firing).

b. Firing is prohibited at wind velocities of 9 meters per second, or above.

c. Emergency medical and Fire & Emergency Services personnel shall standby during the display. As a minimum, two portable fire extinguishers (12-kg class ABC) and a first aid kit for the treatment of burns will be located in the firing area.

d. Detailed instructions (in German) based upon the Host Nation law on explosives ("Sprengstoffgesetz") shall be provided by the contractor.

e. When applicable, all vehicles and combustibles shall be removed from the fallout area. Smoking and alcoholic beverages in the firing area are prohibited.

f. Contractor shall ensure that after the fire works display the area is searched for misfired materials. An after action fire watch is also required by law.

3. No U.S. military or civilian personnel will handle or activate any of the items used in the displays. The handling and detonation of explosives or pyrotechnics will be accomplished by certified contractor personnel. All Host Nation civil laws relative to pyrotechnics displays will be complied with.

4. Contractor Requirements:

a. The contractor must, in writing, inform the German "Ordnungsamt" of a planned fireworks display two weeks in advance. The Ordnungsamt will initiate coordination with the Garrison Fire Chief.

b. Chapter II (paragraph 7, Erlaubnis, paragraph 20, Befähigungsschein, and paragraph 27) of the German Law on Explosives ("Deutsches Sprengstoffgesetz") requires official permission for handling pyrotechnics materials. The contractor is required to obtain these permits.

c. Pyrotechnics used for fireworks displays at festivities such as the German-American Friendship Fest or the 4th of July celebrations normally are class III and/or class IV type pyrotechnics. Paragraph 23 of the "Erste Verordnung zum Deutschen Sprengstoffgesetz" requires the contractor to provide the following information to the municipality:

(1) Name of responsible person, number, and date of permit ("Erlaubnisbescheid").

(2) Location, type, volume, and the starting and ending times of the display.

(3) Distances to buildings and installations, which pose a particular fire hazard within a radius of two hundred (200) meters. Provision of a site plan is highly recommended.

(4) Safety measures, in particular cordoning-off the impact area.

d. Delivery of explosives or pyrotechnics is limited to the day of display. During the firing, personnel responsible for the firing must wear safety helmets.

e. The contractor shall assume full liability for accidents by pyrotechnics devices. The contractor must have liability insurance coverage for both personnel injury and property damage.

## **APPENDIX B**

### **REFERENCES**

AR 420-1, Facilities Engineering, Fire Protection, dated 12 February 2008

Department of Defense Instruction (DoDI) 6055.06, Fire and Emergency Services Program, 21 December 2006

National Fire Prevention Association (NFPA), National Fire Codes

Unified Facilities Criteria, UFC 3-600-01, Department of Defense Design and Fire Protection Engineering for Facilities, current edition.

Unified Facilities Criteria, UFC 4-740-14, Design, Child Development Centers, current edition.

Unified Facilities Criteria, UFC 3-600-02, Maintenance of Fire Protection (sprinkler) Systems, current edition.

Unified Facilities Criteria, UFC 3-230-02, Operation and Maintenance, Water Supply Systems, current edition.

Unified Facilities Criteria, UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings

Department of the Army Field Manual, FM 5-415, Fire-Fighting Operations, current edition.

AR 608-10, Child Development Services, current edition.

AR 50-6, Nuclear and Chemical Weapons and Materiel, Chemical Surety

TB 5-4200-200-10, Portable Fire Extinguishers Approved for Army Users

TM 5-315, Fire Fighting and Rescue Procedures in Theaters of Operation

Unified Facilities Guide Specifications (UFGS), Construction in Military Services (available in electronic format only), current update

OSHA (Occupational Safety and Health Administration) Regulations

USAREUR Standard Design Guide for Army Family Housing, current edition.

German VFDB (HN Fire Prevention Regulations "Vereinigung zur Foerderung des deutschen Brandschutzes e.V.")

German DIN 4102, Fire Behavior of Building Materials and Building Components

German VdS certifications and approvals (comparable with UL, Underwriters Laboratories)

DoDI 2000.12, Antiterrorism/Force Protection Program, current edition.

DoDI 2000.16, Antiterrorism Standards, current edition.

DoDI 2000.18, CBRNE (chemical/biological/radiological/nuclear/explosives) Response Guidelines, current edition.

Chemical Weapons Improved Response Program (CWIRP), Guidelines for Responding to and Managing a Chemical WMD Terrorist Event (prepared by US Army Soldier and Biological Chemical Command, SBCCOM, Domestic Preparedness Program)

USAREUR Reg 190-1, Registering and Operating Privately Owned Motor Vehicles in Germany, current edition.

UR 525-13, Anti-terrorism and Force Protection, current edition.

AR 525-27, Army Emergency Management Program, current edition

## **APPENDIX C**

### **RESPONSIVENESS TO WMD AND HAZMAT INCIDENTS (LOCAL USAG FIRE & EMERGENCY SERVICES READINESS) DEFINITION OF READINESS TIER LEVELS**

#### **Tier Levels of Readiness.**

##### **Tier Level I**

- (1) Conduct defensive operations in a contaminated environment.
- (2) Perform self protective measures.
- (3) Protect general population from further contamination.

##### **Tier Level II**

- (1) Tier Level I, plus operate with HazMat teams.
- (2) Perform advanced PPE (personal protective equipment) measures.
- (3) Implement evacuation plans.
- (4) Use of decontamination and basic detection equipment.

##### **Tier Level III**

- (1) Tier Level II, plus advanced knowledge of operations.
- (2) Initial detection and monitoring.
- (3) Establish mass casualty response/treatment systems.
- (4) Establish transportation for multiple casualties.
- (5) Conduct safe sampling procedures in contaminated environment.

##### **Tier Level IV**

Tier Level III, plus ability to operate unhindered by equipment shortfalls in any contaminated environment.

#### **Tier Levels of Response Equipment.**

##### **Tier Level I**

Basic Level C, PPE (personal protective equipment per 29 CFR 132).

##### **Tier Level II**

- (1) Tier I, plus Level B and self-contained breathing apparatus (SCBA).
- (2) Decontamination equipment.
- (3) Detection equipment.
- (4) Supplied air equipment.
- (5) Communications system.

##### **Tier Level III**

- (1) Tier II, plus Level A.
- (2) Sampling equipment.
- (3) Monitoring equipment.



#### Tier Level IV

- (1) Tier III plus advanced detection equipment.
- (2) Computer database references.
- (3) Computer modeling software.
- (4) Computer programming for detection equipment.
- (5) Responder protected detection equipment.

#### Tier Levels of DoD HazMat Certification.

##### Tier Level I

- (1) Terrorism awareness course.
- (2) DoD HazMat awareness.

##### Tier Level II

- (1) Tier Level I, plus tactical EMS operations.
- (2) DoD HazMat operations.
- (3) DoD HazMat incident command.

##### Tier Level III

- (1) Tier Level II, plus DoD 'HazMat Technician' Level.
- (2) Technician Level EMS.
- (3) Physicians, nurses and public health personnel.

##### Tier Level IV

- (1) Tier Level III, plus specialist Level HazMat.
- (2) Specialist Level physician, nurse, and public health personnel, plus U.S. Department of Justice accredited WMD training.

## APPENDIX D

### REQUIREMENT FOR INSTALLATION OF FIRE SPRINKLER SYSTEMS IN ARMY FAMILY HOUSING IN GERMANY (MG R.L. VAN ANTWERP, 28 FEB 2000)



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT  
600 ARMY PENTAGON  
WASHINGTON DC 20310-0600

DAIM-FDH

FEB 28 2000

MEMORANDUM FOR COMMANDER, US ARMY EUROPE AND SEVENTH ARMY,  
ATTN: AEAEN, APO AE 09014

SUBJECT: Requirement for Fire Sprinkler Systems in Army Family Housing in  
Germany.

1. Reference Office of the Judge Advocate General Memo, dated 9 Sep 99, SAB.
2. Referenced memo provided a legal opinion, based on a review of the applicable laws, life safety codes, DoD and Army regulations, that fire sprinkler systems be installed in family housing apartment buildings in USAREUR. This will be accomplished as part of all whole-house renovation projects. A whole-house renovation is defined as a project that will accomplish all work required (maintenance, repair and improvements) to bring the unit up to current standards and codes.
3. A repair project to correct individual failed or failing building components is not a whole-house renovation project and therefore does not require sprinklers to be installed concurrent with these repairs. Individual units, which are restored because of fire damage and brought up to standards, do not require sprinkler system installation during the restoration, but these units will be included when the building/stairwell undergoes whole-house renovation. Family housing units contained in renovation projects already completed, currently under construction, awarded, being advertised or projects beyond the 35% design stage, which do not have sprinkler systems, will be retrofitted with sprinkler systems at the end of the USAREUR renovation program to meet the FY2010 goal.
4. The ACSIM POC for this action is Dick Hentz, DSN 328-6936 or email Richard.Hentz@hqda.army.mil.

  
R. L. VAN ANTWERP  
Major General, U.S. Army  
Assistant Chief of Staff  
for Installation Management

Printed on  Recycled Paper

## **APPENDIX E**

### **FACILITY MANAGER/EVACUATION COORDINATOR CHECKLISTS**

1. Family Housing - E1
2. Unaccompanied Personnel Housing (Troop Barracks) - E2
3. Educational - E3
4. Public Assembly - E4
5. Business/Administration - E5
6. Food Services/Dining Facilities - E6
7. Maintenance Shops/Industrial - E7
8. Health Care - E8
9. Storage/Warehouse - E9
10. Aircraft Hangars - E10
11. Class III and Dispensing Areas - E11
12. Ammunition Storage - E12
13. Mercantile Occupancies - E13
14. Child Development - E14

The attached checklists shall be used by the facility manager/evacuation coordinator. These checklists cover all types of structures and occupancies. They assist the facility manager/evacuation coordinator and the fire inspector in the performance of their duties. The forms will be completed during inspections and maintained on file for at least one year.

Contact the Base Fire & Emergency Services (Garrison Fire & Emergency Services) if deficiencies are noted that cannot be corrected on the spot. Additional findings and corrective actions may be stated on the reverse side of the checklist.

In Army Family Housing, the building coordinator is also assigned facility manager/evacuation coordinator duties. Housing Division will ensure that the building coordinator receives the necessary training and certification from the USAG fire and emergency services.

## E1 - FIRE PREVENTION CHECKLIST ARMY FAMILY HOUSING

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

- |  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are emergency telephone numbers available at all telephones?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are current fire orders posted in each stairwell?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are stairwells, basement corridors and exits free from obstructions and combustible materials?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire doors in basement and stairwell in good condition and kept closed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are storage and utility rooms locked to prevent access of unauthorized personnel?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are attic spaces kept free of combustibles, clean and locked?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are electrical appliances and extension cords safe and not overloaded?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are basement storage rooms and hallways free from flammable liquids, lawn mowers, other gasoline powered equipment, and gas cylinders?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are all single station smoke detectors (apartment, stairwell, attic and basement) tested monthly as required and in operable condition? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are laundry rooms kept clean and lint traps in clothes dryers cleaned after each use?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are fire extinguishers in place, inspected and not overdue for service?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are all illuminated exit signs operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Has the building coordinator attended the mandatory fire warden training at the fire station?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## E-2 - FIRE PREVENTION CHECKLIST UNACCOMPANIED PERSONNEL HOUSING (UPH/TROOP BARRACKS)

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances and extension cords safe and not overloaded?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is small arms ammunition stored in an arms room, and is the door and building exterior marked with the appropriate fire division symbol? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are the kitchens kept clean and free of grease accumulation?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are the lint traps of clothes dryers cleaned after each use, and are the laundry rooms clean and free from stored items?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are fire and section (smoke stop) doors operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are single station smoke detectors in sleeping rooms operable and tested monthly?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are attic spaces kept free of combustible materials and locked?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are stairwells, basement corridors and exits free from obstructions and combustible materials?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### E-3 - FIRE PREVENTION CHECKLIST EDUCATIONAL FACILITIES

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at all official telephones?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and organization fire SOP current and posted?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances and extension cords not overloaded and in a safe condition?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are fire drills conducted regularly and recorded?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are all decorations flame retardant?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are child prepared artwork and decorations in means of egress restricted to 25% of the space?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are coffee making appliances and transformers located on a noncombustible surface and unplugged when not in use?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are flammable liquids and chemicals stored in approved storage cabinets, and are proper signs posted?                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are fire and section (smoke stop) doors operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are attic spaces kept free from combustible materials, clean and locked?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are stairwells, basement corridors and exits free of obstructions and combustible materials?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## E-4 - FIRE PREVENTION CHECKLIST PUBLIC ASSEMBLY FACILITIES

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and organization fire SOP current and posted?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances and extension cords safe and not overloaded?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Has the manager trained employees in emergency evacuation procedures, handling fire extinguishers, and in fire reporting?         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is a covered non-combustible container available for disposal of smoking materials at the designated smoking area?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are curtains and decorations installed so they will not come into contact with heating appliances?                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are all decorations flame retardant?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are daily closing time inspections performed and documented?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the maximum facility occupant load posted at the main entrance?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are stairwells, corridors, and exits free of obstructions and combustible materials?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## E-5 - FIRE PREVENTION CHECKLIST BUSINESS/ADMINISTRATION FACILITIES

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place and not overdue for service?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are illuminated exit signs operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are electrical appliances and extension cords safe and not overloaded?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are attic spaces kept free from combustible materials, clean and locked?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are trash containers emptied daily?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are coffee making appliances and transformers located on a noncombustible surface and unplugged at the close of business?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are fire and section (smoke stop) doors operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are stairwells, corridors and exits free from obstructions and combustible materials?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are daily closing time inspections performed and documented?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## E-6 - FIRE PREVENTION CHECKLIST FOOD SERVICE / DINING FACILITIES

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available on each floor and clearly marked?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances, fixtures, and extension cords in a safe condition and not overloaded?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are kitchen exhaust hoods and filters cleaned daily?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are kitchen personnel instructed on actions to be taken in the event of a fire in a deep fat fryer?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are trash containers emptied daily?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are all cooking appliances located under exhaust hoods?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are daily closing time inspections performed and documented?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## E-7 - FIRE PREVENTION CHECKLIST MAINTENANCE SHOPS AND OTHER INDUSTRIAL FACILITIES

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances, fixtures, and extension cords safe and not overloaded?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are trash containers emptied daily?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are oily rags and oil contaminated clothing kept in tightly covered metal containers?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is UR Poster 420-5 posted and are personnel trained on requirements?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are full, partially full or used empty gasoline containers stored outside?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Is welding work accomplished in the approved welding area and away from combustibles?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are paint spray operations limited to designated spray booths?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are flammable liquids stored in approved metal storage cabinets?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are fire and section (smoke stop) doors operable and kept closed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Are daily closing time inspections performed and documented?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## E-8 - FIRE PREVENTION CHECKLIST HEALTH CARE FACILITIES

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances, fixture, and extension cords safe and not overloaded?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are trash containers emptied daily?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are oxygen cylinders securely fastened to prevent falling?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are flammable liquids stored safely in approved metal storage cabinets?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are fire and section (smoke stop) doors operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are daily closing time inspections performed and documented?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## E-9 - FIRE PREVENTION CHECKLIST STORAGE & WAREHOUSE FACILITIES

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances, fixtures, and extension cords safe and not overloaded?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are trash containers emptied daily?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are blocked warehouse doors identified with signs at the exterior side in both English and German?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are fire and section (smoke stop) doors operable and kept closed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are warehouse ramps and aisles clear and unobstructed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Is an 18 inch clearance maintained between stored materials, light fixtures, heating appliances, and sprinkler heads?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are daily closing time inspections performed and documented?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are fueling operations of forklifts done outdoors only?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## E-10 - FIRE PREVENTION CHECKLIST AIRCRAFT HANGARS

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances and extension cords safe and not overloaded?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are trash containers emptied daily?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are oily rags and oil contaminated clothing kept in tightly covered metal containers?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is UR Poster 420-5 posted and are personnel trained on requirements?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are full, partially full or used empty gasoline containers stored outside?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Is welding work accomplished in the approved welding area away from combustibles?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are paint spray operations limited to designated spray booths?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are flammable liquids stored in approved metal storage cabinets?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are fire and section (smoke stop) doors operable and kept closed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are daily closing time inspections performed and documented?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Are fueling operations of aircraft only accomplished outdoors?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Are aircraft properly grounded, and are batteries disconnected when parked in the hangar?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## E-11 - FIRE PREVENTION CHECKLIST CLASS III STORAGE AND DISPENSING AREAS

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are fire extinguishers protected from the elements?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are at least two remote exits available from each floor and clearly marked?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are exit doors unobstructed and operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are illuminated exit signs operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are electrical appliances, fixtures, and extension cords safe and not overloaded?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are trash containers emptied daily?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Has a "Fuel Handlers Permit" been issued to each employee who handles POL products?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is the area inside retaining walls free from combustibles and vegetation?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are valves or other devices for draining rainwater from diked areas kept closed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are fuel tanks, pumps, and associated equipment adequately grounded before loading or unloading POL products?                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are employees trained in the use of first aid fire fighting equipment?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are daily closing time inspections performed and documented?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## E-12 - FIRE PREVENTION CHECKLIST AMMUNITION STORAGE AREAS

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances, fixtures, and extension cords safe and not overloaded?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are trash containers emptied daily?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are telephones and other communication systems tested regularly and are personnel familiar with emergency reporting procedures?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are signs "No Open Flames" and appropriate fire division symbols posted?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are matches and lighters deposited at the gate before entering the ammunition storage areas?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are fusible links for automatic closing of fire doors and screens on ventilation shafts installed and in operable condition?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Is vegetation and undergrowth kept short (fire hazard)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are vehicles equipped with fire extinguishers prior to entering the ammunition storage areas?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are daily closing time inspections performed and documented?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## E-13 FIRE PREVENTION CHECKLIST MERCANTILE OCCUPANCIES

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances, fixtures, and extension cords safe and not overloaded?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are attic spaces kept free from combustible materials, clean and locked?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are trash containers emptied daily?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are fire and section (smoke stop) doors operable and kept closed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is an 18 inch clearance maintained between stored materials, light fixtures, heating appliances, and sprinkler heads?            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are daily closing time inspections performed and documented?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## E-14 FIRE PREVENTION CHECKLIST CHILD DEVELOPMENT FACILITIES

Building No.: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

|  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are fire evacuation procedures & plans posted in each child activity room and module?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, visually inspected, and not overdue for service.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each module and clearly marked?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances and extension cords safe and not overloaded?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are fire drills conducted regularly and recorded?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are all decorations flame retardant?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are coffee making appliances and transformers located on a noncombustible surface and unplugged when not in use?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are flammable liquids and chemicals stored in approved storage cabinets, and are proper signs posted?                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are trash containers emptied daily?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are fire and section (smoke stop) doors operable and kept closed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Is the maximum facility capacity posted near the lobby area?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |